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ABSTRACT

Materials presented in this kit form a package containing eighty-six vocational development oriented activities designed primarily for individuals and small groups of underachieving junior high or high school students and is intended to supplement regular classroom activities. Included in the kit are the following: (1) a teacher's guide containing instructions for the use of the CARE (Combining Activities with Real Experiences) Kit, record pages to record student completion of activities, information pages, a copy of the handouts which students will use, and the answer key for correcting handouts; (2) fifteen packets of materials for students which are divided into three major sections: Job Getting Skills (following directions, job sources, personal data sheet, job application, job interview, forms), Understanding Ourselves and Others (values, feelings, improving conditions, budgeting, getting along), and Career Choices (world of work, career clusters, career information, future jobs); and (3) eighty-six single-page handout masters (e.g., learning to accept helpful criticism, filling out an application at the state employment service, understanding your paycheck, using the Department of Labor pamphlet) which can be duplicated and filed for student use. (TA)

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CARE KIT

Combining Activities With Real Experiences

Special Projects
Eastern Illinois University
Charleston, Illinois 61920

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- Diane Blair

INTRODUCTION TO TEACHERS

INTENT OF THE MATERIALS

The CARE Kit (Combining Activities with Real Experiences) is a package containing 86 activities which are designed primarily for individuals and small groups of under-achieving junior high or high school students. The Kit is not to be a total course of study but rather a supplement to regular classroom activities. Students needing a certain skill or ability will find information and will then be asked to complete an activity to reinforce the information given.

Low reading levels and low motivational levels of students were prime factors in deciding what form the materials should take. Activities vary in length from ten minutes to an hour or more and a variety of media, as well as a variety of activities, has been developed.

PARTS OF THE KIT

Included in the Kit are:

1 Teacher's Guide

15 Packets of Materials for Students

1 Box of Handout (HO) Masters

1 Activity and HO List (for Students)

Teacher's Guide

The Teacher's Guide contains:

1. Instructions for the use of the CARE Kit.
2. Student record pages to record completion of activities done by students.
3. Information pages which are also found in the packets and used by students.
4. A copy of the Handouts (HO's) which students will be using.
5. Answer key for correcting Handouts (HO's).

A complete set of all pages in the CARE Kit has been included in the Teacher's Guide for the teacher's use as well as for duplicating purposes should any student pages be lost or need to be replaced.

The Teacher's Guide should not be made available to the students since these pages may be mistaken as student work sheets and since the answer key will be found there.

Included in the Teacher's Guide are examples of sheets the teacher may use in recording completed activities (HO A). Students should have access to these lists in order to check their progress or to see which activities remain to be done. (The HO A Masters will be found in the box with the other Masters).

Students should submit all HO's as they are completed. The teacher will check their work, talk with the student about the errors, return the HO if additional work needs to be done, and when satisfactorily completed, check the activity off on HO A. Giving grades is discouraged; completing all activities correctly would be the desired end.

15 Packets

The CARE Kit is composed of three major sections and fifteen packets:

Section I:	Job Getting Skills	6 packets
Section II:	Understanding Ourselves and Others	5 packets
Section III:	Career Choices	4 packets

Within the packets are a variety of activities from which students may pick and choose. The materials are not meant to be done in sequence. Students should be encouraged to select packets which will assist them in accomplishing a task which they are faced with at the moment or one which they will face in the near future. For example, if Jim is about ready to go on a job and he has shown a weakness for not knowing how to follow directions, the teacher would urge Jim to go to the packet labeled "Following Directions" and do one or more of the activities found there. In that packet are activities which very subtly make evident to Jim the processes through which his mind must function to carry out an order the boss may give.

Handout Masters

A box containing 86 Handout (HO) Masters will be found in the Kit. It is suggested that:

1. Teachers make as many copies of each HO as there are students in their class(es). If a copy machine is not available, thermofax ditto masters can be made and run off.

2. Have manila folders labeled from HO 1 to HO 86 and insert the copies of each HO into its folder. There is more than one page to some HO's. Be sure to staple these pages together before putting them in the HO file.

3. Keep these manila folders with HO's in them in a separate box and in order at all times. The students should have easy access to this box which will be called the HO Reserve Supply. Students should not remove the manila folders from the box. They should only take out the HO's they need at that time.

4. Teachers should keep the students' completed HO's in a folder where they can be referred to easily by the teacher, if necessary. Hopefully, keeping the HO's will prevent students from loaning sheets and copying the answers word for word. It should be noted here that "discussing" procedures and information often is valuable learning and should not be discouraged.

Activity and HO List

To remain in the large container with the Packets, is an "Activity and HO List" for the students to use in locating information to be found in the Kit.

USE OF THE KIT

Instructors are free to use the materials in any way they choose. To introduce the Kit and help students begin to use it, teachers may need to demonstrate in a group situation a few of the activities. Packet 1, Activity 1 might be fun to do as a group since it has a tricky ending. Be sure to have a good time.

The teacher may see value in allowing two students to work together on an activity and give them each total credit. This may be particularly effective if the activity has reading involved and if one, or both of the students does not read well. It is better to have shared success than no success at all. Giving grades for completed activities is discouraged; correctly completing activities, rather, is the desired result.

If these materials assist students to acquire skills they may not gain any other way, the mission of the CARE Kit has been accomplished.

- Diane Blair

STUDENT RECORDS

HO A WORK COMPLETION CHART

Student's Name	HO 1	HO 2	HO 3	HO 4	HO 5	HO 6	HO 7	HO 8	HO 9	HO 10	HO 11	HO 12

HO A WORK COMPLETION CHART

Student's Name	HO 13	HO 14	HO 15	HO 16	HO 17	HO 18	HO 19	HO 20	HO 21	HO 22	HO 23	HO 24

HO A WORK COMPLETION CHART

Student's Name	HO 25	HO 26	HO 27	HO 28	HO 29	HO 30	HO 31	HO 32	HO 33	HO 34	HO 35	HO 36

HO A WORK COMPLETION CHART

Student's Name	HO 37	HO 38	HO 39	HO 40	HO 41	HO 42	HO 43	HO 44	HO 45	HO 46	HO 47	HO 48

HO A WORK COMPLETION CHART

Student's Name	HO 49	HO 50	HO 51	HO 52	HO 53	HO 54	HO 55	HO 56	HO 57	HO 58	HO 59	HO 60

HO A WORK COMPLETION CHART

Student's Name	HO 61	HO 62	HO 63	HO 64	HO 65	HO 66	HO 67	HO 68	HO 69	HO 70	HO 71	HO 72

HOA

WORK COMPLETION CHART

Student's Name	HO 73	HO 74	HO 75	HO 76	HO 77	HO 78	HO 79	HO 80	HO 81	HO 82	HO 83	HO 84	HO 85	HO 86

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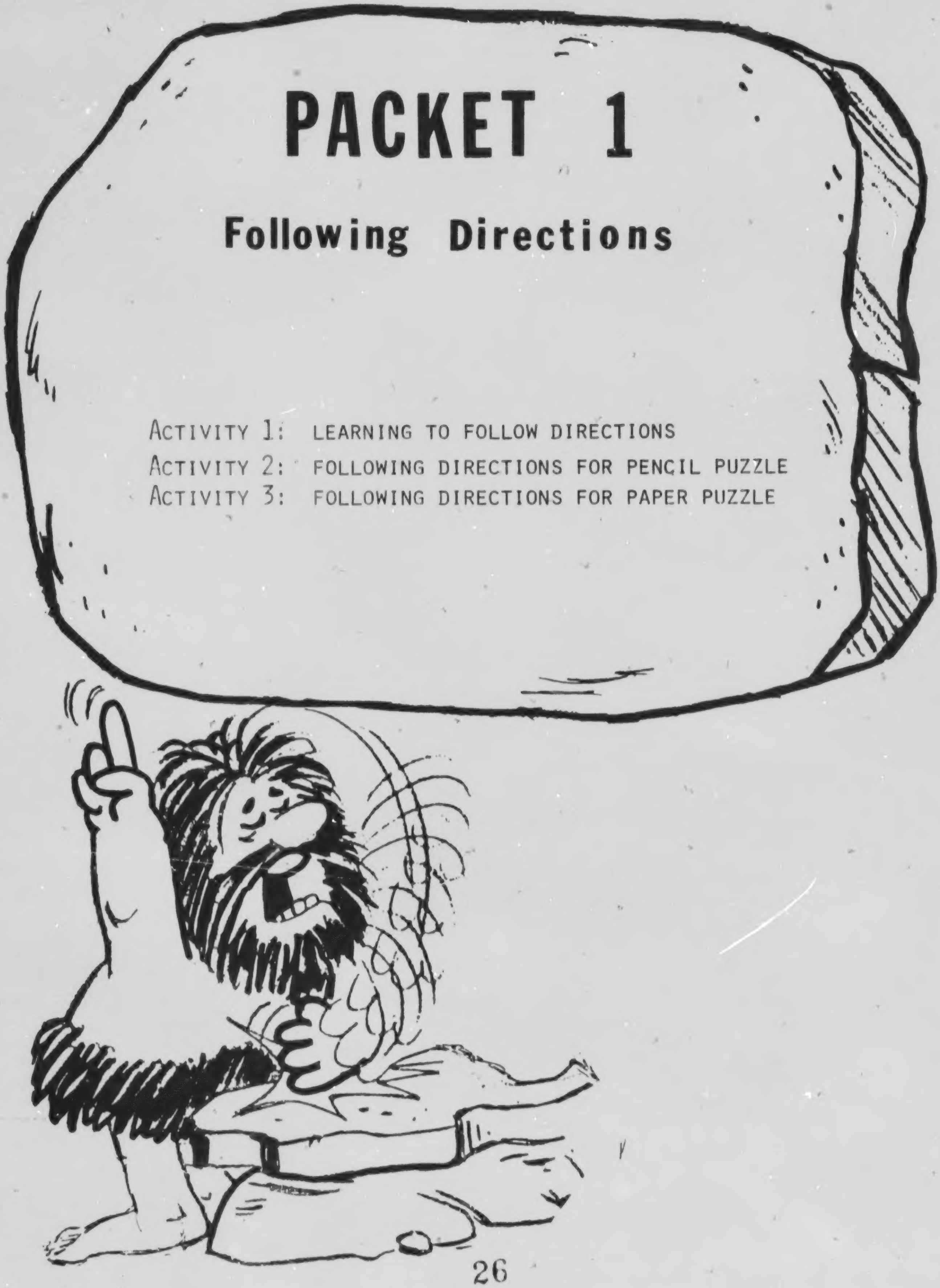
SECTION I - JOB GETTING SKILLS



PACKET 1

Following Directions

ACTIVITY 1: LEARNING TO FOLLOW DIRECTIONS
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ACTIVITY 3: FOLLOWING DIRECTIONS FOR PAPER PUZZLE

ACTIVITY 1: LEARNING TO FOLLOW DIRECTIONS

ZOK SAYS: DIRECTIONS, DIRECTIONS. CAN'T LEAVE CAVE WITHOUT DIRECTIONS.

You will need:
- HO 1 from the reserve supply

DIRECTIONS: FOLLOW CAREFULLY THESE DIRECTIONS. BE VERY SURE THAT YOU READ ALL THE DIRECTIONS BEFORE YOU BEGIN.

1. Get HO 1 and a pencil.
2. Write your name in the right hand corner of HO 1.
3. Number HO 1 from 1 to 7.
4. Beside number 1 on your paper, draw a triangle.
5. Put a square around number 2.
6. Count the number of windows in the room and put that number by number 4 on your paper.
7. Write what color the sky is on a clear day beside number 3.
8. Multiply 14 times 3 and put it by number 5.
9. By number 6 write the town and city where you were born.
10. Spell your first name backwards down the right side of the paper.
11. Beside number 7 write the date.
12. Write in the bottom right hand corner what the weather is like outside right now.
13. Now that you have read all the directions, omit all directions except number 1 and 2 and turn HO 1 in to your teacher.

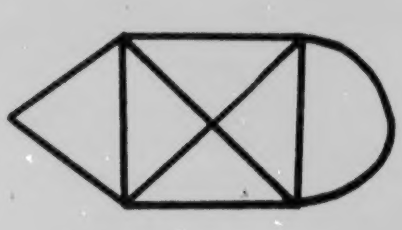
(That was tricky, wasn't it! If you didn't do it right, keep the secret. Watch your friends' faces when they try it.)

ACTIVITY 2: FOLLOWING DIRECTIONS FOR PENCIL PUZZLE

ZORP SAYS: PENCIL PUZZLE EASY IF CAVEMAN CAREFULLY READ DIRECTIONS.

You will need:
- HO 2 from the reserve supply

DIRECTIONS: CAN YOU MAKE THIS DESIGN WITHOUT CROSSING ANY LINES OR LIFTING YOUR PENCIL?



Bill: (griping) My mother makes me put on a clean pair of socks every day.
George: What's wrong with that?
Bill: By the end of the week my shoes don't fit!

ACTIVITY 3: FOLLOWING DIRECTIONS FOR PAPER PUZZLE

ZOK SAYS: PUZZLE JUST MY KIND. ZORP CALLS ME A SQUARE AND I GO IN CIRCLES.

You will need:
- HO 3 from the reserve supply
- white envelope in Packet 1 marked "Paper Puzzle Pieces"
- your ruler

DIRECTIONS: READ THE FOLLOWING STEPS AND DO EXACTLY AS THEY SAY.

STEP 1--Take the pieces from the envelope marked "Paper Puzzle Pieces."

STEP 2--Place one of the squares in the middle of HO 3 so that the top edge of the square is 3 inches from the top edge of the page.

STEP 3--Take another square. Place it below the first square so that half of the second square is to the right of Square No. 1 which is above it.

STEP 4--Take the third square and place it directly below the second square.

STEP 5--Take the fourth square. Place its upper right tip at the lower left tip of the third square. Only one point of each square will be touching.

STEP 6--Take the circle and center it under the fourth square. The circle will be 1 3/4 inches from the bottom of the page if you have followed each step correctly.

STEP 7--Trace around the outline of the puzzle pieces.

STEP 8--Put the four squares and the circle back in the envelope marked "Paper Puzzle Pieces" and return the envelope to Packet 1.

STEP 9--Write your name on the paper in the upper right hand corner.

Question: Why was the boy wearing a wet shirt?
Answer: Because it said, "Wash and Wear."

PACKET 2

Job Sources

ACTIVITY 1: KNOWING JOB SOURCES (TAPE)

ACTIVITY 2: SEEKING JOB INFORMATION BY USING THE TELEPHONE

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ACTIVITY 8: WRITING AN "EMPLOYMENT WANTED" AD

ACTIVITY 9: KNOWING HOW THE STATE EMPLOYMENT SERVICE CAN HELP YOU

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ACTIVITY 11: LOCATING THE JOB PLACEMENT CENTER AT SCHOOL

ACTIVITY 12: FINDING A JOB BY "POUNDING THE PAVEMENT"

ACTIVITY 13: USING THE SERVICES OF CETA (COMPREHENSIVE EMPLOYMENT AND TRAINING ACT)

ACTIVITY 1: KNOWING JOB SOURCES

ZORP SAYS: CAVEMAN GO TO FIND JOB.

JOB DOES NOT COME TO CAVEMAN.

You will need:
- tape recorder*
- tape No. 1 from Packet 2
- narrative for "Job Sources" (next page)
- HO 4 from reserve supply

(*If you do not have a tape recorder, use just the narrative for "Job Sources.")

DIRECTIONS: GET THE NARRATIVE FOR JOB SOURCES AND TAPE NO. 1. BOTH SAY THE SAME THING. AS YOU LISTEN TO THE TAPE AND READ ALONG, FIND THE 5 WAYS EILEEN WENT ABOUT FINDING A JOB. IF YOU CANNOT FIND ALL FIVE THE FIRST TIME, LISTEN TO THE TAPE AGAIN. DO HO 4.

Knock, knock!
Who's there?
Dwain.
Dwain who?
Dwain the bathtub, I'm dwowning!

JOB SOURCES

Paula: Pat, why are you standing here in front of Handy's Ice Cream Shop?

Pat: Been standing here taking in the sights, just taking in the sights. Hey! Eileen, where are you going?

Eileen: Say! I just want to tell you. I am in on a real deal! I am going to get a job--earn some money--buy some things!

Paula: Seeing is believing!

Eileen: I am! You just wait and see!

Pat: And just how are you going to go about doing that?

Eileen: I have been through all that! But, I'm not going to tell you. No Sir! I'm not going to tell you! You would probably rush right in there yourself!

Pat: In where, Eileen?

Eileen: You'd go right in to Handy's Ice Cream Shop and say you wanted a job! Oh, no! I told you! I didn't want to say that! I got to GO!

Paula: How do you suppose she got a job?

Pat: I don't have the slightest idea.

Paula: You know working at Handy's would really be sort of fun. You would really get to see a lot of people and make some money at the same time.

Pat: I wonder who told her about that job. They didn't tell me. I'd have worked for them if they had asked me! That's not fair! They should tell all of us and not just a few.

Paula: Here she comes out now. Let's find out who told her.

Pat: How is it that someone told you about that job? Nobody told me. Nobody!

Angie: I can tell you the score of the game before it starts.
Steve: O.K. What is it?
Angie: Zero to zero.

Eileen: Furthermore, I go to work tomorrow! How about that! But let me tell you nobody, but nobody, told me about that job. I worked my tail off to get it! And let me tell you, it was *hard* work! I sure didn't know you had to work to get a *job*. But it was real work. Let me see. I guess I had to try five different ways before I finally got this job. But now I've got it, I don't want to lose it. It was too hard to get.

Paula: Oh, come on! You didn't go five different places looking for a job. That's too much.

Eileen: That isn't what I said. I said five different *ways*, not *places*. And that's even worse.

Pat: Well, tell us! How did you work so hard to get the job?

Paula: Well first, I asked all the people I knew, even my relatives, if they had any jobs or knew of any. You have to let people know you are looking. They weren't much help this time. They either didn't know of any or I wasn't qualified for some. That was mostly it. They knew of several jobs but I wasn't able to do them because I don't have any experience of any kind, except babysitting.

Pat: I would have told them that I could do anything! I would have had any job the first day.

Paula: You might have had a job the *first* day but would you still have had it on the *second* day?

Eileen: So, then my dad told me to look in the newspaper help wanted ads. That was hard work. There were so many jobs and it took such a long time. But I found two jobs I thought I might be able to do. One was a babysitting job and the other was a job as a car hop. I thought about calling them but I was so busy that day. By the time I called, both jobs were filled. I guess you have to really be fast to get the jobs and that isn't always easy.

Paula: How fast do you have to be?

Eileen: Oh, I should have called the same day the ad came out in the paper. Then you can't just look one day. You have to look at the paper every day.

Marcie: What has 4 feet, is gray, and has a trunk?
Frank: That's easy. An elephant.
Marcie: Wrong! A gray mouse going on vacation.

Pat: Read the paper! Especially the ads! Now that is what I call real work.

Eileen: Not very many kids know about this and I wouldn't tell you but since I have a job, I'll let you in. The State Employment Agency sometimes has jobs, especially summer jobs. I went down there and that really was work. But since I wanted a job so badly, I went. It isn't too bad after you get there and get signed up. The first time is always hard. Here's what I did: I went down to the State Employment Service on 15th Street. They had me fill out this card-like paper. There were all kinds of questions. Then I had to talk to this guy. He asked me more questions. Then they looked through long boxes of jobs to find one. I was to go back in a week but now I won't have to.

Pat: I'm not sure it's worth it! I would like a job if you weren't completely worn out after you did it. I'd like a job but I'd like it better if you had an easier way to get one.

Paula: You know, our school just organized a Placement Service. Not many schools have them, I guess, and ours isn't going too well yet. They say that when it gets going, it will be sort of like the State Employment Service you were talking about, Eileen. People call in if they have jobs to be done and the kids go to the Center if they want a job. It works like one of those Computer Dating Services only it matches jobs with people.

Eileen: I went there, too. That will really help kids a lot when it gets going.

Paula: But how did you find your job? If none of these worked, how did you get it? I bet they called you and asked you.

Eileen: I used my head!

Pat: O.K., how did you do that?

Mother: Perry, I understand you went to the movie instead of to school.
Perry: That's not true. I have the fish to prove it.

Eileen: I knew that when school started, a lot of kids would quit their jobs. So I thought about all the places I could work near home, and I thought about all the skills I have and I went from one place to the next asking if they had any openings. Now that was the most work of all. I knew I really had to make a good impression. One manager was very cross! He said, "My business is so bad! I don't need me some days!"

Pat: That would have done it! I wouldn't let anyone talk to me like that! I would have told him what it was!

Eileen: Did you say you wanted a job? I found you have to be your best person. I went to Handy's the very next stop. Someone had just quit. I was so lucky! All my work paid off! I have a job! And I'm going to work tomorrow! I'm going to buy ten pairs of jeans and ten tops right away!

Paula: Oh no! Work so hard to get a job and then spend your money for those awful looking jeans and those tight tops! When I get my job, I'm going to buy my very own set of art pencils--now that's more sensible.

Ticket agent: Sir, did you miss your train?
Mr. Cummons: Of course not! I just didn't like this train's looks so I chased it out of the station.

ACTIVITY 2: SEEKING JOB INFORMATION BY USING THE TELEPHONE

ZORP SAYS: HELLO? IS THIS THE STONE GULLY GREASY SPOON CAFE? THAT JOB . . .

You will need:
-HO 5 from the reserve supply

Think About It: Using the telephone to find a job can save you a lot of time. If a job has been filled, there is no need to make a trip to that business. You can use that time to follow up other leads.

There are some rules to remember when using the phone. These rules are:

1. Ask for the person named in the ad.
2. Tell that person exactly why you are calling.
3. Answer carefully and truthfully the questions that that person asks you about your experience and your background.
4. Ask questions you want to know about the job.
   - where the business is located
   - what are the hours
   - what work you would be doing
   - what the pay is
5. Write down the address and name of the person you are to see.
6. Find out when you should go there.
7. Be a little early for the appointment.

Will: Trees are the silliest things I know.
Kirk: How's that?
Will: They take their clothes off in the winter and put them on in the summer.

ACTIVITY 3: USING NEIGHBORS, FRIENDS AND RELATIVES AS JOB SOURCES

ZOK SAYS: SOME JOBS MAY BE RIGHT NEAR CAVE.

You will need:
- HO 6 from reserve supply

DIRECTIONS: ON HO 6 YOU WILL FIND TEN WORDS. IF YOU USE THESE TEN WORDS IN THE RIGHT WAY, AND THEN UNSCRAMBLE THE LETTERS FOUND IN THE BOXES, YOU WILL BE ABLE TO FINISH A VERY IMPORTANT OLD SAYING.

CAN YOU SOLVE THE MYSTERY? GOOD LUCK.

Question: What would we have if everyone drove pink cars?
Answer: A pink car nation!

PACKET 2

ACTIVITY 4: CHECKING "HELP WANTED" ADS AS A JOB SOURCE

ZORP SAYS: STONE GULLY PAPER HAS ADS
FOR ALL KINDS OF CAVEMAN HELP.

You will need:
- HO 7 from reserve supply

DIRECTIONS: A GROUP OF PEOPLE ARE OUT OF WORK. ONE PLACE THEY LOOKED WAS IN THE NEWSPAPER ADS. WHICH JOB SHOULD EACH PERSON CHOOSE?

Try this one. Which job should this person choose?

____Manager for restaurant

1 **GENERAL** laundry help wanted. No experience necessary. Apply Denny's Cleaners, 119 N. Race, Urbana.

2 **MANAGEMENT PERSON** for fast growing seafood chain. Good salary and benefits. Equal opportunity employer. 345-6711.

3 **MEDICAL SECRETARY** to work in Champaign, experienced in dictation and insurance. Benefits include pension and paid health insurance. Write P.O. Box 955, Champaign, Ill. 61280.

Question: Why shouldn't you walk in the woods between 3 and 4?
Answer: The elephants hide in the trees and stomp on you!
Question: Why do beavers have flat tails
Answer: They walked in the woods between 3 and 4.

ACTIVITY 5: UNDERSTANDING WANT AD ABBREVIATIONS

ZOK SAYS: SOME ADS MAKE ME CNFSD AND DZZY

You will need:
-HO 8 from the reserve supply

Think About It: Some newspapers try to save space in their ad section by using abbreviations. Ads using abbreviations are very hard to read and often difficult to understand. If your newspaper writes ads with abbreviations, it will be more difficult for you to sort out the possible jobs.

But let's see what some of those abbreviations are. Here are a few:

bkgrnd. = background
clk. = clerk
corp. = corporation
dept. = department
ed. = education
emp. = employment
exp. = experienced
ext. = extension

gd. = good
grad. = graduate
hrs. = hours
HS = high school
inexpd. = inexperienced
mech. = mechanic
nec. = necessary
op. = opportunities

perm. = permanent
refs. = references
req. = required
sal. = salary
tech. = technicians
temp. = temporary
wk. = week
wpm. = words per minute

DIRECTIONS: READ THE ADVERTISEMENTS ON HO 8. USE THE LIST ABOVE TO DECIDE WHAT THE WORDS ARE THAT ARE ABBREVIATED.

Uncle Joe: Why do nurses and doctors wear masks when they do an operation?
Aunt Mary: So the patient won't know who to blame for all the pain afterwards, I guess.

ACTIVITY 6: SEARCHING WANT ADS FOR JOBS FOR TEENAGERS

ZOK SAYS: CAVEMAN, JR. FIND CAVE CLEANING JOB IN STONE GULLY ADS.

You will need:
- HO 9 from reserve supply

DIRECTIONS: SOME JOBS ARE JUST FOR TEENAGERS. BUT NOT ALL THESE JOBS ARE JUST RIGHT FOR ALL TEENAGERS.

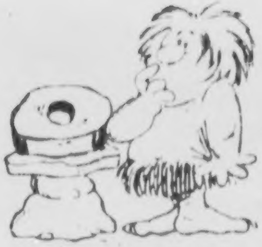
WHICH JOB IS BEST FOR YOU IF:

____You do not like to be around old people

a. WE ARE NOW taking applications for LPN's, nurses aids, part time & full time positions. Apply in person, We Care Nursing Facility, Arcola, Ill. 268-3555

b. BOYS OR GIRLS for Decatur Hearld morning routes. Good earnings. Phone 235-1310

Joe: What do you kill a blue elephant with?
Moe: A blue elephant gun.
Joe: What do you kill a pink elephant with?
Moe: A pink elephant gun?
Joe: No, not a pink elephant gun. You squeeze him until he's blue and shoot him with a blue elephant gun.



ACTIVITY 7: LOCATING JOBS IN "HELP WANTED" ADS FOR SPECIAL PEOPLE WITH SPECIAL NEEDS

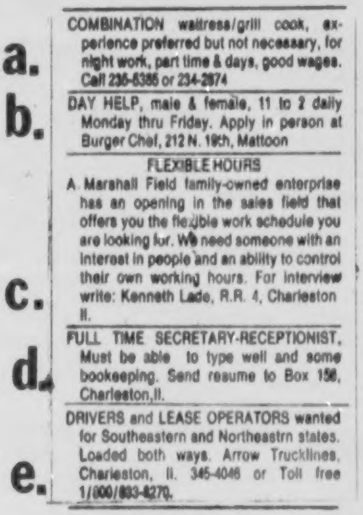
ZORP SAYS: NOT ALL JOB ADS GOOD FOR ALL CAVEMEN.

You will need:
- "Help Wanted" ads from a newspaper
- HO 10 from reserve supply
- scissors
- glue

Think About It: Newspaper ads have very fine print. Sometimes they are hard to read. However, probably more people find jobs through newspaper ads than any other way.

DIRECTIONS: CHOOSE THE AD WHICH SHOWS:

_______ 1. A job where you need typing and bookkeeping skills.



a. COMBINATION waitress/grill cook, experience preferred but not necessary, for night work, part time & days, good wages. Call 235-6385 or 234-2874

b. DAY HELP, male & female, 11 to 2 daily Monday thru Friday. Apply in person at Burger Chef, 212 N. 19th, Mattoon

c. FLEXIBLE HOURS
A Marshall Field family-owned enterprise has an opening in the sales field that offers you the flexible work schedule you are looking for. We need someone with an interest in people and an ability to control their own working hours. For interview write: Kenneth Lade, R.R. 4, Charleston Il.

d. FULL TIME SECRETARY-RECEPTIONIST, Must be able to type well and some bookeeping. Send resume to Box 156, Charleston, Il.

e. DRIVERS and LEASE OPERATORS wanted for Southeastern and Northeastrn states. Loaded both ways. Arrow Trucklines, Charleston, Il. 345-4046 or Toll free 1/800/833-8270.

I have a real problem.
If a tin whistle is made from tin, what is a fog whistle made from?

ACTIVITY 8: WRITING AN "EMPLOYMENT WANTED" AD

ZOK SAYS: WRITING AD MAKES BRAIN DIZZY AND ARM TIRED.

You will need:
- H0 11 from reserve supply

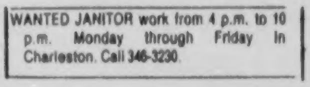
Think About It: You can ask for a job through the newspaper by writing an ad. These four parts must be included when you write an ad asking someone to hire you:

1. The kind of work you want.
2. When you can work.
3. Any other details that are important.
4. How the employer can reach you.

For example:

1. Wanted janitor work.
2. From 4 p.m. to 10 p.m. Monday through Friday.
3. In Charleston.
4. Call 346-3230.

And the ad would look like this:

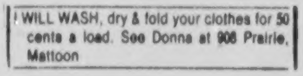


WANTED JANITOR work from 4 p.m. to 10 p.m. Monday through Friday in Charleston. Call 346-3230.

Here is another example:

1. I will wash, dry and fold your clothes.
2. (This person will work any time so that is not stated.)
3. 50¢ a load.
4. See Donna at 908 Prairie in Mattoon.

The ad will look like this:



I WILL WASH, dry & fold your clothes for 50 cents a load. See Donna at 908 Prairie, Mattoon

YOU TRY IT!

ACTIVITY 9: KNOWING HOW THE STATE EMPLOYMENT SERVICE CAN HELP YOU

ZORP SAYS: ROCK GULLY STATE
EMPLOYMENT SERVICE
FOUND GOOD JOB FAST
FOR CAVEMAN

You will need:
- HO 12 from reserve supply

Think about it: If you need a job, you can always go to the State Employment Agency. There are several things you will have to do when you get there. You may:
- fill out an application form
- talk to an interviewer
- take a test to find out your skills
- get information about all kinds of jobs
- be sent to talk to another service

DIRECTIONS: USING HO 12, READ THE SENTENCES AND FILL IN THE BLANKS WITH THE CORRECT WORD FROM THE TOP LIST. THEN FILL IN THE BLANKS ON THE PUZZLE. THE WORDS SHOULD FIT TOGETHER IF YOU HAVE DONE THE PUZZLE CORRECTLY.

Teacher: How's your insect collection coming?
Student: It's driving me buggy!

ACTIVITY 10: FILLING OUT AN APPLICATION AT THE STATE EMPLOYMENT SERVICE

ZOK SAYS: ROCK GULLY EMPLOYMENT SERVICE HELPS CAVEMAN CHANGE FROM THINKER TO DOER

You will need:
- HO 13 from reserve supply
- attached application form

Think About It: You want a job. You have tried several places but haven't had any luck. One place you haven't been to is the Employment Service. The first thing they hand you when you go in is an application for employment form. Oh no! Not another form! But this one is different--it is folded! WOW! Take a look at the one attached on the next page. Be careful! There are several sections you leave blank.

DIRECTIONS: USE THIS EXAMPLE AND FILL OUT A FORM FOR YOURSELF.
THE FORM IS ON HO 13. TRY IT!

Jane: What do you get when you cross a bell with a vampire?
John: A ding-bat.

ACTIVITY 11: LOCATING THE JOB PLACEMENT CENTER AT SCHOOL (IF THERE IS ONE)

ZORP SAYS: CAVE SCHOOL TEACHES CAVE KIDS ABOUT WORK; THEN HELPS CAVE KIDS FIND JOBS

If your school does not have a Job Placement Center, choose another activity.

You will need:

- tape recorder (if you want to record the interview)
- cassette on which to record interview
- HO 14 from reserve supply
- two sharpened pencils
- hall pass

Think About It: The school Placement Center is a new idea. Today only a few schools have such placement centers. If your school has a job placement center, why not go on a field trip--just you--to find out what it can do for you. Bon Voyage!

DIRECTIONS: THERE ARE SEVERAL PARTS TO THIS ACTIVITY. GET HO 14 AND LET'S PROCEED.

Moe: Hey! Don't swallow that spoon.
Joe: Why?
Moe: Aunt Matilda did and she hasn't stirred since!

ACTIVITY 12: FINDING A JOB BY "POUNDING THE PAVEMENT"

ZOK SAYS: CAVEMAN TAKE UP CLUB.
CAVEMAN GO TO CAVE SHOPS.
CAVEMAN GET JOB, YOU BET.
CAVEMAN COME HOME RICH.

You will need:
- HO 15 from reserve supply

Think About It: Sometimes you just cannot find a job. It is a good idea to go from one business to the next asking if they have any openings.

It is a way. Often it is the way you get a job when all else fails!

These are some ideas to think about when you go job hunting from one place to another.

DIRECTIONS: ON HO 15 IS A PUZZLE. DO THE PUZZLE AND, AT THE SAME TIME, GET READY TO GO "POUNDING THE PAVEMENT."

Question:	Why did Henry throw the butter out the window?
Answer:	He wanted to see the butterfly!

ACTIVITY 13: USING THE SERVICES OF CETA (COMPREHENSIVE EMPLOYMENT AND TRAINING ACT)

ZOK SAYS: CAVEMAN NEEDS TO USE ALL JOB SOURCES. CETA, YOU SAY?

You will need:
-HO 16 from the reserve supply.

Think About It: A fairly new job source is CETA. CETA stands for Comprehensive Employment and Training Act. Money is given by the federal government to CETA to help people who are out of work to find jobs. CETA sometimes helps pay for training people if they need more skills in certain areas. This training might be somewhere like a community college.

A person must be 18 years old to get help from CETA. Here are the steps a person would take to get CETA help:

1. Take a paper from CETA to State Employment Service. The Employment Service decides if the person qualifies for CETA help.
2. The person is then sent back to CETA.
3. A CETA worker fills out an application form for the person.
4. People at CETA may talk with the person about skills needed for keeping a job.
5. A CETA worker looks at the list of jobs and tries to place the worker in a suitable job.
6. An employer may hire the worker and then train the person while that person works. This is called on-the-job training.
7. If the worker learns well, and comes to work all the time, and is on time, the employer will probably hire that person permanently.
8. Someone from the CETA office will check up on the worker to see that a good job is being done.

DIRECTIONS: LOOK AT HO 16 AND DECIDE IF THE ANSWER SHOULD BE "YES" OR "NO." THEN FILL IN THE SQUARES TO FIND A MESSAGE FOR YOU FROM ZOK.

PACKET 3

Personal Data Sheet

Activity 1: PUTTING TOGETHER A PERSONAL DATA SHEET
Activity 2: MAKING PERSONAL INFORMATION CARDS
Activity 3: SEEKING PEOPLE TO SERVE AS REFERENCES

ACTIVITY 1: PUTTING TOGETHER A PERSONAL DATA SHEET

ZORP SAYS: CAVEMAN GET IT ALL
TOGETHER--INFORMATION
THAT IS.

You will need:
- HO 17 from reserve supply
- narrative sheet--Personal Data Sheet (in Packet 3)
- tape recorder (if one is available)
- tape No. 2--Filling out Personal Data Sheet (Packet 3)

DIRECTIONS: GET HO 17 (OR NARRATIVE FOR PERSONAL DATA SHEETS FROM PACKET 3). LISTEN (OR READ IF YOU DO NOT HAVE A RECORDER) AS BETH AND RON TALK ABOUT FILLING OUT A PERSONAL DATA SHEET. BE SURE TO FILL YOURS OUT AT THE SAME TIME. THEY WILL TELL YOU WHAT TO WRITE IN EACH SPACE.

I have a mathematical cat. He puts down 3 and carries 1. He has a sore paw!

FILLING OUT PERSONAL DATA SHEET

* (bleep) At the signal, stop the tape and write in the information.

Rhonda: Hi Beth! How's that job?

Beth: Pretty good. I have lots to learn but I'm really trying my best. It's not so easy making doughnuts and all those goodies. Worst part of it is I'm going to look like a blimp if I don't watch out!

Rhonda: Oh Beth! But say! I've got a favor to ask. You know that personal data sheet you had to do?

Beth: Yes, I know what you mean!

Rhonda: How about helping me with mine? I went to Pizza Hut yesterday to fill out an application. There were so many questions and some of them I didn't have the slightest idea what they meant, like marital status? What's that?

Beth: I had to ask about that too. And they all ask that question. It's whether you are single, married or divorced. Get your blank sheets and I'll help you. It takes about an hour to do but the good thing about it is, once you get it done, you can look at it and fill out applications almost completely from this sheet. Really makes filling out forms easier later on and saves time too!

Rhonda: I didn't know it was all that much. But if it saves time later on, I guess I'm for that.

Beth: Got your sheets?

Rhonda: Just wait a minute. Don't rush me.* O.K. Let's go.

Beth: Here we go. At the top of the sheet it says "Personal Data."

Rhonda: Yeah!

Beth: Then it says, "Information About Me."

Rhonda: Yeah!

Corey: Why are you scratching yourself?
Alan: Because no one else knows where I itch.

Beth: First thing you got to do is write your complete name. That means the whole bit--first--middle--and last.

Rhonda: Now since I go by Ronnie should I put that?

Beth: Think I'd put "Rhonda" and then (Ronnie) in parentheses. That way they will know you want to be called Ronnie.* Now your address. Hey! Write that neater! You really ought to use this sheet for a rough draft and copy it again. Or, if you can type, do that or have someone type a good copy for you.

Rhonda: I don't type that well.* O.K. What next?

Beth: Well, look! What does it say?

Rhonda: Address--number and street and right below it city, state and zip. That means the whole address?

Beth: Yes, be sure you have everything. Be careful there. I'm not sure I can read that one number.*

Rhonda: O.K.?

Beth: Now the telephone number over here. All 7 numbers and if you know the area code, those are the 3 numbers you put in parentheses before the regular number. You just use that for long distance calls.*

Rhonda: Got that.

Beth: And the social security number.

Rhonda: Just got that in the mail. It's right here in my billfold. Sure glad I got that over with. Really didn't know I'd need it this soon.

Beth: You ought to memorize that number because I guess you will use it all the rest of your life.

Rhonda: This social security number?

Beth: Yes! My sister is in college and that's her number wherever she goes, to the library, to the health services, everywhere. She has an ID card that has that number on it.*

Happy: Hello. Is this two, two, two, two?
Pappy: No, this is 22-22.
Happy: I'm sorry to have bothered you.
Pappy: Oh that's O.K. I had to get up to answer the phone anyway.

Rhonda: Age.* I got that! Date of birth--do they want the year too?

Beth: Yes--the year too.* And the place of birth means the town and state where you were born.*

Rhonda: Height? Weight?* O.K. Color of eyes, color of hair. Now that's dumb!

Beth: Some forms ask that! When I went for my driver's license, they asked me for that information. And I suppose some places where you need to be identified carefully, that's important. Like at the post office or a bank.

Rhonda: Yeah, I suppose so.*

Beth: Now, health. That's the condition of your health. If you are in perfect shape--I mean health-wise--with no problems, then write excellent, e-x-c-e-l-l-e-n-t. If you aren't feeling too great, like you just had a broken arm taken out of a cast or had an operation but were ready to find a job, you'd write "good." Most of us are in excellent health, of course.

Rhonda: My health is failing fast with all these questions, but carry on!

Beth: Now here is that marital status one we talked about before. The choices would be: single, married, divorced or widowed. You'd be single since you aren't married or divorced, and I'm sure you aren't widowed which means your husband or wife is dead.*

Rhonda: Well, we have one part done! Guess it isn't so bad since you know what the answers should be.

Beth: Ready for the next section? "Information about family?" O.K. Spouse's complete name. A spouse is your husband or wife. Ronnie, since you aren't married, you could write "None," or just draw a straight line in the space. You should write something there so they know you are answering it some way and just didn't forget and leave the space blank. Probably "None." Now, Jamie would write in her husband's full name--all 3 of his names. And she would write in his address because he doesn't live with her since he is in the army. The date of birth and place of birth are for a husband or wife since they're asking questions about the "spouse."

Joyce: Wish I had one brother like you, Jack.
Jack: Don't you have any brothers?
Joyce: That's just it. I have 5 and I only want one!

Rhonda: I guess if I have "none" on the first line I don't have to write "none" on each line?

Beth: Right! That section went faster, didn't it!

Rhonda: Yeah! I'm getting this done. Thanks a lot, Beth.

Beth: On we go! "My Parents." Now, father's name. Just write his whole name. And the address.*

Rhonda: Got that and the phone number at home.* Got that. Occupation? Now, let me think. My dad does a lot of stuff at work. Guess I should put the one he does most. How's that?

Beth: Good. Now put the name of the company he works for there.*

Rhonda: Now do the same for mom?

Beth: Yes. If she works at home, write homemaker. That's all one word. H-o-m-e-m-a-k-e-r. And the company--just draw a line in the space there. Got it?

Rhonda: Yep.*

Beth: Next section--really moving right along here. "Information about my education." Write in the name of your Grade School first.* Now the date attended means the years, not the months. So if you went to school 4 years at your first grade school, you'd write 1968-1972. And if you left there in 4th grade you'd write that on the last line under "Highest grade completed or degree earned."

Rhonda: I went to four grade schools. What do I do since there aren't that many lines?

Beth: Guess you'll have to write very small and write two schools on each line. O.K.?*

Rhonda: Now do I do the same for the others--junior high, high school, and college?

Russ: I'm so glad my parents named me Russ.
Walt: Why is that?
Russ: Saves a lot of trouble because everyone calls me Russ anyway.

Beth: Just the same. Of course you haven't gone to college so draw a line there. Remember, you put something on each line.* Now, it says, "List achievements and organizations." For achievements, write down such activities as sports, music or any honors. List any credits you have received. For organizations, name any church, school or community groups you belong to.

Rhonda: I run the hurdles.

Beth: Write "track team" then. Any others?

Rhonda: Play the trumpet, sort of.

Beth: Write it down--school band. If you think of others you can add them.* I've got to leave pretty soon. My mom wants me home.

Rhonda: Just tell me quickly about these last two.

Beth: "Record of Previous Employment." They want to know about all the jobs you've had. For date employed just put the month and year like June, 1976 to Aug., 1976. The name of the Company and the address. You may have to look in the phone book for the address. Name of supervisor is your boss. The "kind of work" means like dishwasher, bus person, yard attendant.* Salary means how much you get paid! Be sure to explain the salary as to length of time. For example, $2.00 an hour or $80 a week.

Rhonda: I'll have to think about that some more.* It says to list most recent job. I'll put in my summer job since that was the most recent.*

Beth: And references. Four people, they say, who aren't relatives but that you've known at least a year. Your minister, your teachers, people you have worked for before. Be sure to write down people who like you and will say good things about you. You know, the company may call these people and ask about you.

Rhonda: I will have to think about that--very carefully.* Say, Beth! Thanks a lot! Don't know what I'd done without you. I'm sure I couldn't have done that by myself!

Beth: You're welcome! Got to go!

Rhonda: See you tomorrow!

Josh: What's 4 + 6?
John: Ten.
Josh: Can't be. 5 + 5 is 10.

ACTIVITY 2: MAKING PERSONAL INFORMATION CARDS

ZOK SAYS: ALL INFORMATION ABOUT CAVEMAN RIGHT HERE IN GOATSKIN WALLET.

You will need:
- HO 18 from reserve supply
- scissors

Think About It: Sometimes there is information you need in a hurry--like dates or telephone numbers. How about making cards to put in your billfold so it will be with you when you need it?

It is easy. The cards (papers really) are ready for you to fill out.

Question: What is purple and weighs a ton?
Answer: A 2000 pound grape.

ACTIVITY 3: SEEKING PEOPLE TO SERVE AS REFERENCES

ZORP SAYS: ZOK NOT A GOOD CHOICE FOR REFERENCE. TELLS TOO MANY LIES ABOUT ZORP.

You will need:
-HO 19 from the reserve supply

Think About It: When you go to look for a job, the word "reference" is always coming up. References are people who are willing to tell an employer about you and your abilities. It is very important to ask people who like you to be your references.

Sometimes you need to list references in a hurry. It is wise to know ahead of time who you will list.

DIRECTIONS: REFERENCES CAN BE: NEIGHBORS, ADULT FRIENDS, YOUR MINISTER, OR TEACHERS. THEY CANNOT BE RELATIVES. USUALLY YOU CAN USE FORMER EMPLOYERS; HOWEVER SOME BUSINESSES DO NOT WANT YOU TO LIST THESE. THINK OF AT LEAST 4 PEOPLE WHO COULD BE NAMED AS REFERENCES FOR YOU. TAKE HO 19 HOME WITH YOU. CALL THE 4 PEOPLE YOU KNOW BEST AND ASK THEM IF THEY WOULD BE WILLING TO TALK TO AN EMPLOYER ABOUT YOU IF CALLED.

PACKET 4

Job Application

Activity 1: DISCOVERING THE MEANINGS OF WORDS ON APPLICATION FORMS
Activity 2: COMPARING JOB APPLICATION FORMS
Activity 3: FILLING OUT A JOB APPLICATION FORM
Activity 4: TAKING A LOOK AT A CORRECT LETTER OF APPLICATION
Activity 5: WRITING A LETTER OF APPLICATION
Activity 6: COMPOSING A LETTER OF RESIGNATION

ACTIVITY 1: DISCOVERING THE MEANINGS OF WORDS ON APPLICATION FORMS

ZORP SAYS: WORDS, WORDS, WORDS.
CAVEMAN LIKE PICTURES
BETTER.

You will need:
- HO 20 from reserve supply

Think About It: There are so many new and different words on forms. You just have to know what they mean to give the right answers. Let's try some of them.

What does spouse mean? They all ask that. It means husband or wife.

What does reference mean? Those are people who know you and can answer questions about you.

How about marital status? Whether you are married or not.

Now you know 3 already. Those are the hardest. Try a puzzle that has some application words.

Dave: What do termites do at 10 o'clock each morning?
Carl: Take a coffee table break.

PACKET 4

ACTIVITY 1: DISCOVERING THE MEANINGS OF WORDS ON APPLICATION FORMS

Below are the definitions of words often used on application forms.

address: street number, city and state where you live

arrested: caught by police for breaking a law

birthplace: city and state where you were born

citizen: born or is a legal resident of the U.S.

current: at this time, now

department: specific area or position of a job

dependents: people whose food, clothing and shelter you pay for

divorced: not married any more

education: the schools you have gone to

emergency: sudden happening that would need special attention or action

employed: having a job that pays money

experience: the jobs you have had

felony: a serious crime

female: girl or woman

full-time: working 40 hours or more a week

height: how tall you are

interview: a meeting with an employer to talk about a job

investigate: to look further at what was said

location: the place where something is

male: boy or man

married: having a husband or wife

military service: armed forces such as army, navy, marines, etc.

cupation: job

part-time: working less than 40 hours a week

past: before now

permanent: lasting more than a few weeks

permanent address: where you will live for a long time

physical disability: injury or weakness

position: a job or office held

present: now, at this time

previous: before now

qualifications: experience or training for a job

recent: last, just finished

recommendation: a letter that a person writes to help you get a job

references: people who know you and can answer questions about you

relatives: people in your family

salary: money you earn by the month or year

signature: your name written by you

single: never been married

social security number (soc. sec. no.): ID number

spouse: husband or wife

state of health: how your health is

supervisor: person who watches workers

temporary: for a short time

temporary address: where you live when you are not living at home

wage: money you earn by the hour

weight: how much you weigh

ACTIVITY 2: COMPARING JOB APPLICATION FORMS

ZOK SAYS: CAVEMAN, WITH MOST STRENGTH, IN NO. 1 POSITION FOR JOB

You will need:

- a classmate who has not done this activity
- the three filled-out application forms--1, 2, and 3--from Packet 4
- one HO 21 from reserve supply for each of you

Think About It: One of you will be the manager. The other one will be the assistant manager. You work at the Almwood Steak House.

Your busperson quit last night. You have to hire another one before the week-end.

You will meet to discuss the three applications.

Remember, you want to interview the person you believe will be the best person for the job.

Be careful! You don't want a bad employee. It will cost you money if that person doesn't do a good job!

Sharon: What would you get if you crossed a fish with a church?
Jimmy: A holy mackerel

ACTIVITY 3: FILLING OUT A JOB APPLICATION FORM

ZORP SAYS: MAKE PICTURE WORD ON EACH LINE
TO TELL STORY OF CAVEMAN

You will need:
- HO 22 from reserve supply
- tape recorder
- tape No. 3--Filling Out the Job Application Form

DIRECTIONS: YOU ARE APPLYING FOR A JOB AT THE ALMWOOD STEAK HOUSE. LISTEN TO THE TAPE AND FILL OUT THE FORM.

WHEN YOU HEAR THE BLEEP SOUND ON THE TAPE, STOP THE RECORDER AND FILL IN THAT INFORMATION.

DO A GOOD JOB! THE EMPLOYER LOOKS VERY CLOSELY AT THE JOB APPLICATION FORM!

Kathy: What happens to you when you work around monkeys too long?
Bill: You go bananas.

JOB APPLICATION FORMS

Job Application Forms are often really scarey. There are so many questions and so much information is needed. If you have already completed the Personal Data Sheet which is in the Job Application Packet, you have most of the answers to the questions usually asked. If you have one, get the personal data sheet and have it ready.

Most employers will ask you to fill out an application form and will keep it on file to refer to particularly if you are hired. Be sure to answer all the questions on the application form. If a question does not apply to you, either write "NA" in capital letters (this is the abbreviation for "not applicable") or you can draw a line above the line where the responses go. This shows that you really did read the question and cannot respond because there is no answer for you.

Let's begin and I'll tell you when you might not have an answer to one of the questions. One last instruction--fill out the form very neatly. The application is often the first idea an employer may have of you. If your application is sloppy, the employer may say, "Ah hah! If this person is sloppy, I don't want to hire him or her for my business!" It might be wise to ask for two applications and re-copy. Be very careful anyway.

Here we go so get your "Application for Employment" and your personal data sheet, if you filled it out. Whenever you hear this sound,* you should stop the recorder and fill in that part of the form. Take your time and do a good job. First, look over the whole application and get in mind the questions they will be asking. Don't let it frighten you. We will go through it step by step. Look it over now.*

First page. Your Name. Now that's easy. However, be sure to write your complete name--first, middle and last. Suppose your name is "Thomas" and you go by "Tom." What should you do? Write Thomas and then in parentheses write (Tom). Then the employer will know you like to be called by a nickname.*

See Soc. Sec. No. on the right? What do you suppose that is? Can you guess? (Pause) O.K. Social Security Number. Do you have yours? Get it out if you do. Otherwise leave that space completely blank and fill it in when you get your social security card.*

Tom: Do you have holes in your underwear?
Art: I should say not!
Tom: Then how do you get your feet through?

Next line. Present Address. There is a long line here and you will have to put the whole address on this one line. First write your house number, the street, the city, state and zip code. That's five parts. Can you get it all in?* Phone number means all 7 numbers.*

Address Prior to Above. Prior means "before." Where did you live before now? Again you will need to put all five parts on this line. There is a little more room this time.*

Next line. There are 7 small lines here. Check in the space after male or female depending on which kind you are. Then write after "height" how tall you are. You write the number of feet before the "Ft." and the number of inches before the word "inches."* Then there will be a blank spot before "weight" and you will write your weight in the space before "Lbs." This whole section is difficult to understand. Did you get it? If you didn't get it all, back up the recorder and try again.*

Do you see Date of Birth? This means the month, day and year you were born. For example: January 25, 1962.* Age is how old you are right now as you fill out this form.*

Father's Name. Write his complete name. If he is not living, write "deceased" following his name. (Spell) "d-e-c-e-a-s-e-d." Birthplace refers to the city and state rather than the hospital where your father was born.* The same information is needed for your mother. Name and birthplace.*

Wife's or Husband's Name. Now this may be where you would write "NA" in capital letters saying that this question does not apply to you--that is, it is "not applicable." Maybe you can remember easier if you think "No Answer"--NA. O.K.?

Single, Married, and So Forth. Often a heading given for this line is marital status but on this form it doesn't say that. After "single" you could put a small check (✓) or an (X). Then go across the line to "No. of Children" and "Ages of Children." In my case I would write "4" for No. of Children and "17," "15," "13," "11" for "Ages" of my children. Your answer might be "NA" for both "No. of Children" and "Ages of Children."*

Military Service of U.S.A. "Branch" would mean army, navy, etc. "From" would be when you entered and "To" would be date of discharge. "Rank" means Sergeant, PFC, etc. and in the space for "Honorable Discharge" you would reply with "Yes" or "No." Again, you would probably write "NA" all the way across.*

Billy: Daddy, Daddy! The kids at school say I look like a monkey.

Daddy: Don't pay any attention. Now, run upstairs and comb your face.

Have You Ever Worked for This Company Before? Simply write "Yes" or No." If your answer would be "Yes" then you would answer the rest of the line. "From" means date you began. "To" means the date you quit. If you haven't worked there before, again write

List Names of Relatives Working for the Company. If you have relatives, be sure to list them. If your father works there, write his name and (father) in parentheses after his name. Or if Aunt Susie works there, write her name and (aunt) in parentheses after it. O.K. Got that? If you don't have any relatives working there, write that favorite "NA" we've been using.*

Do You Have Any Physical Defects or Chronic Ailments? Be sure you have something really seriously wrong with your health or physical condition before you answer this question "yes." Employers want healthy people working for them so they will be at work all the time. However, if you do have something wrong with you, be sure not to try to hide it. Don't be a complainer but also be very honest. If you answer "yes" you will need to explain. If you have a heart condition or asthma, tell them that.*

Have You Ever Been Arrested? Again you will check "no" or "yes." If "yes" explain what the arrest was. Example: Shoplifting. The line underneath explains that one does not need to list minor traffic violations. Again, be very honest.*

Beginning with "Education"--here is where your personal data sheet will come in handy if you have one. Most of the information on that sheet is the same as on this sheet. Look ahead here. There is no space for Junior High School. You can write it below the grade school information if you arrange the space.

Grade School--the name of the school--From--All you need here is the year you began and TO is the year you moved or finished there. Grad. is abbreviation for "graduated." In Grade School you probably didn't graduate. Major Courses is "NA" for grade school. And there is no degree. This application doesn't ask for your junior high school.*

Follow the same procedures for High School. List the high school you are now attending. Put in the "from" space the year you started high school. Leave the "college" and "other" columns blank since you haven't been there yet.

Mother: Joey.
Jerry: (Practicing violin) Yes, Mother.
Mother: Can you try to find some tune Rover doesn't know. His howling along drives me crazy!

References--Again, if you have your personal data sheet there, you can just copy off the information you put down there for references, their addresses and phone numbers. You can use the same people. They do not want you to use as references former employers (people you have worked for before) or relatives. Be sure to ask the people you list here if they would be references for you. That way you will know they will tell an employer good things about you. Write these reference names in very neatly and give complete information. People who are good references might be your minister, a teacher who knows you well, friends who own a business.*

Type of Work Desired--State the kinds of work you want to do. For example: At the drive-in, you might want to be a cook, a car hop or a dishwasher or you might want just drive-in work which means you would like anything connected with the drive-in.* Yrs. Experience means how many years have you done the kind of work you want to do.* Special Skills Other than Work Requested wants you to list any special skills you might have. Maybe you are a good artist or a good sign maker or have an interest in plants. An employer would be interested in hiring you if you had an additional skill which might be used in his or her business. Tell what you can do but don't oversell your special skills. If you should get a job and be asked to use that skill, and you can't do what you said you could, it might be a very embarrassing situation and you could lose your job. So be sure to say what you can do as honestly as you know how.*

Employment History--For someone who doesn't have a long work history such as you people in high school, list all the jobs you've had, even the part-time ones. It shows you have been interested in working and know what work is all about. Lawn jobs, baby sitting jobs, and all others should be included. You write the month and the year that you started and then the month and the year you quit. For steady lawn jobs, it would be the summer months, maybe April 1976 to September 1976. In the next space after the dates, put the name of the person who hired you. Also put that person's complete address. List the positions held such as "Babysitter" or "Car Hop" or "Busperson."* Wages Rec. is the amount of money you received each hour on the job or the wages received. On the first line you put amount and on the second line where it says Per. write the time you had to work for that amount. Example--$2.20 Per Hour or $10.00 Per day or $100 Per month.* Reason for Leaving--why did you quit? Did you get another job? Were you fired? Did you go back to school? etc.*

Marley: I wish I had enough money to buy two giraffes.
Hanley: What would you do with two giraffes?
Marley: Oh, I wouldn't. I'd just like to have that much money.

And that's all except for reading the small print there. See where it says: "I understand and agree that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and for separation from the company's service if I have been employed. I authorize the Company to investigate any of the above information. If employed, I agree to abide by all general and safety rules." That says a lot. It says:

(1) I have told the truth about everything.
(2) If I've lied, you may fire me.
(3) You can check out what I have said.
(4) If hired I will abide by the rules of the Company as well as all safety rules.

If you agree to these four things, then sign your full name on the Signature of the Applicant line. And write the date. Leave the left-hand side of the blank for the Company to fill in.

That's that. It took quite a bit of time. Again the first time through is always the hardest. Next time, when you go for a real job, you'll know the process. Be sure to take your personal data sheet with you. It makes filling out those forms easier.

Question: What's purple and crazy?
Answer: A grape-nut.

ACTIVITY 4: TAKING A LOOK AT A CORRECT LETTER OF APPLICATION

ZOK SAYS: FORM DONE RIGHT MAKE ME LOOK LIKE RIGHT CAVEMAN FOR JOB.

You will need:
- HO 23 from reserve supply

Think About It: Employers who advertise in the "help wanted" ads of the newspaper often ask for a letter of application. From the letters they receive, they choose the people they wish to interview. It is very important to have a good letter.

On the next page is a letter of application answering this advertisement:

> Wanted: a part-time salesperson in the teens department. Please send letter of application to: Mr. Jerry Smith, Personnel Manager, Brown's Clothing Store, 322 W. State Street, Almwood, IL 64444

A letter of application tells:

1. What job you are applying for and where you saw the ad.
2. Education that might be useful on the job.
3. Job experience.
4. References.
5. Activities that might be useful on the job.
6. Ask for a personal interview.
7. Your telephone number.

DIRECTIONS: THE FOLLOWING LETTER OF APPLICATION SHOWS HOW TO INCLUDE THESE 7 PARTS. ON THE SMALL LINES AT THE RIGHT-HAND EDGE, WRITE THE NUMBER FROM THIS LIST WHICH TELLS ABOUT THAT PART.

Joyce: What attracts one banana to another?
Diane: Appeal!

ACTIVITY 5: WRITING A LETTER OF APPLICATION

ZORP SAYS: WRITING LETTER ON STONE TABLETS TAKES TIME AND PATIENCE IF GOOD IMPRESSION IS MADE.

You will need:
- HO 24 from the reserve supply

Think About It: Remember the seven parts you need to include in a letter of application:

1. What job you are applying for and where you saw the ad.
2. Education that might be useful on the job.
3. Job experience.
4. References.
5. Activities that might be useful on the job.
6. Ask for a personal interview.
7. Your telephone number.

DIRECTIONS: CHOOSE ONE OF THE ADVERTISEMENTS BELOW AND WRITE A LETTER OF APPLICATION. YOU MAY WANT TO USE A PIECE OF SCRATCH PAPER FIRST. THEN RE-COPY ON HO 24.

Answer one of these advertisements by sending a letter of application.

WANTED: Distributor for coin operated foods. Need own transportation. Part-time position. Write to Joe Copeland, Superior Products, 1212 Boston Ave., Almwood, IL 64444. Give age, education and work experience.

WANTED: Live-in mother's helper for family of 5. Write to Mae Beth Allen, 116 S. 10th, Almwood, IL 6444, giving age, experience and references.

WANTED: Part-time help in drugstore. Sales, some stock work. After school and Saturdays. Write to Mr. Stan Morris, c/o Plath Avenue Drugstore, 716 Plath Ave., Almwood, IL 64444.

Don: Why was the President so tired?
Jean: He was running for office!

ACTIVITY 6: COMPOSING A LETTER OF RESIGNATION

ZOK SAYS: BOSS HAPPY TO SEE CAVEMAN GO WITHOUT WRITING LETTER OF RESIGNATION

You will need:
- HO 25 from the reserve supply

Think About It: When you need to end a job, it is important to give at least a two week notice. This notice should be a letter. The letter is called a letter of resignation.

Be sure your letter of resignation is written neatly and is in good form. It will be placed in your work folder. You may need a reference later from this company. If you have a good letter in your folder, it will remind the employer of the kind of worker you were.

Keep these parts of a letter in mind as you write:

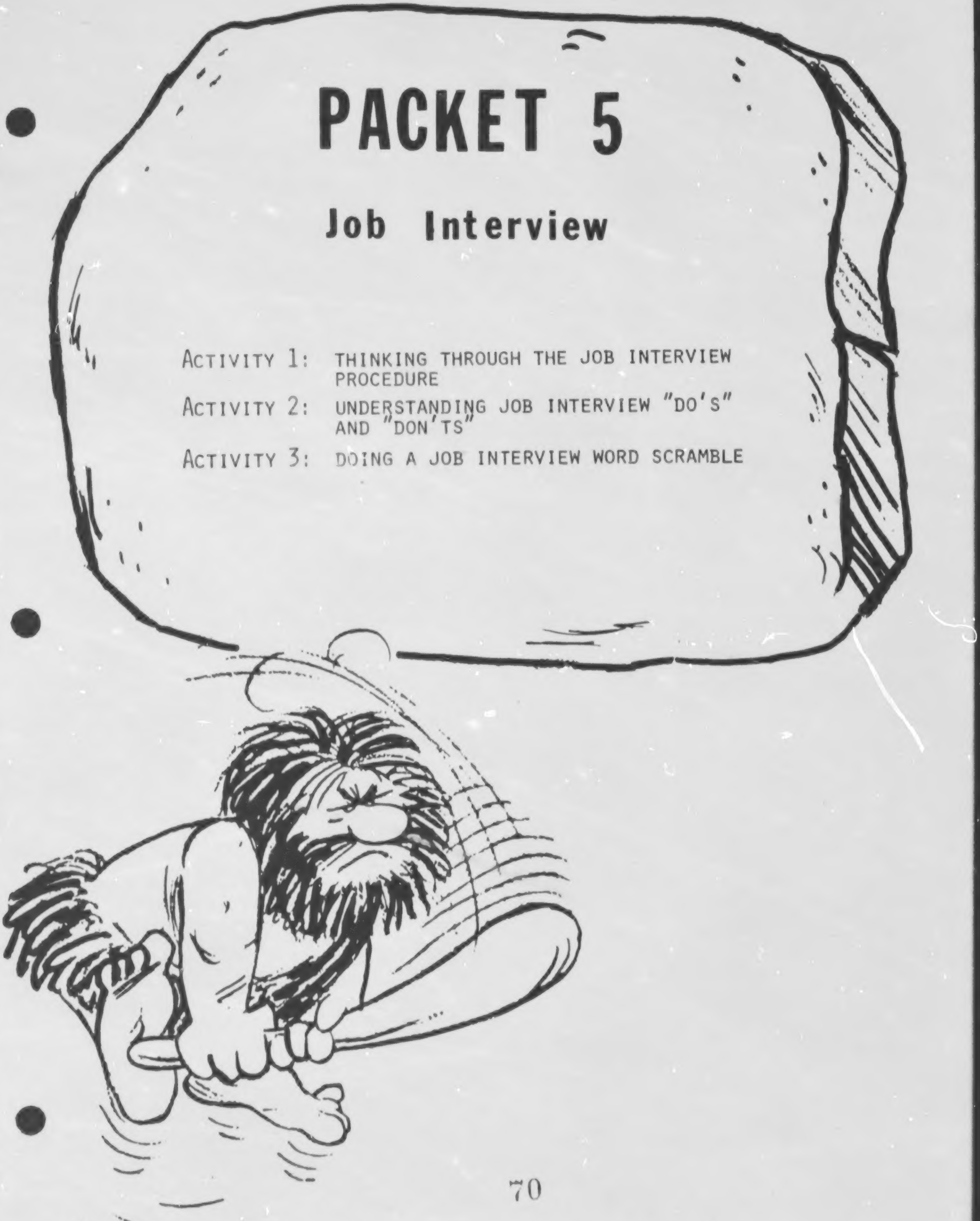
1. In the upper right-hand corner put your complete address and the date.
2. Employer, name of Company, street address, city, state, and zip go below and at left.
3. Dear ______________:
4. State that you are leaving and the reason.
5. Say the day you wish to leave.
6. Express your thanks for working there.
7. Sincerely,
8. Your signature

DIRECTIONS: MAKE UP THE NAME OF A COMPANY AND WRITE A LETTER TELLING YOUR EMPLOYER YOU ARE QUITTING YOUR JOB. YOU MAY USE HO 23 TO HELP YOU REMEMBER THE CORRECT FORM OF A BUSINESS LETTER.

PACKET 5

Job Interview

ACTIVITY 1:	THINKING THROUGH THE JOB INTERVIEW PROCEDURE
ACTIVITY 2:	UNDERSTANDING JOB INTERVIEW "DO'S" AND "DON'TS"
ACTIVITY 3:	DOING A JOB INTERVIEW WORD SCRAMBLE



ACTIVITY 1: THINKING THROUGH THE JOB INTERVIEW PROCEDURE

ZOK SAYS: CAVE SCOUT SHOULD "BE PREPARED" FOR JOB INTERVIEW.

You will need:
- HO 26 from the reserve supply

Think About It: If you were the boss what would you think of this person who comes to you for a job interview at your nursing home:

Has dirty jeans, messy hair, dirt under fingernails, is very pleasant and is especially nice to old people.

Would you hire that person?

There are several things you should do and should not do when you go for a job interview. Most of them are common sense--the things you might already know you should do.

DIRECTIONS: CHECK OUT THE LIST ON HO 26 AND SEE IF YOU CAN FIND THE THINGS YOU DO ON A JOB INTERVIEW AND THE THINGS YOU DO NOT DO.

Carol: If you had 14 cows and 2 goats, what would you have?
Henry: A lot of milk.

ACTIVITY 2: UNDERSTANDING JOB INTERVIEW "DO'S" AND "DON'TS"

ZORP SAYS: BE EARLY, NOT LATE, WHEN
ROCK SHOP GIVES CAVEMAN
JOB INTERVIEW.

You will need:
- HO 27 from reserve supply

Think About It! That is what you always hear!

DON'T DO THIS!
BE SURE TO DO THAT!

That is tiresome! But--

When you go for a job interview there are some things you should do and others you shouldn't.

The boss must think you are O.K. before you will be hired. You have to think a little like the boss if you want to get a job and keep it. The interview is important!

DIRECTIONS: DECIDE WHICH OF THE ITEMS LISTED YOU DO AND WHICH YOU ARE NOT SUPPOSED TO DO WHEN YOU INTERVIEW FOR A JOB.

Paul: What has 4 eyes and runs all night?
Jane: The Mississippi River!

ACTIVITY 3: DOING A JOB INTERVIEW WORD SCRAMBLE

ZOK SAYS: CAVEMAN TALK SENSE IN INTERVIEW. TRY NOT TO TWIST WORDS ALL AROUND.

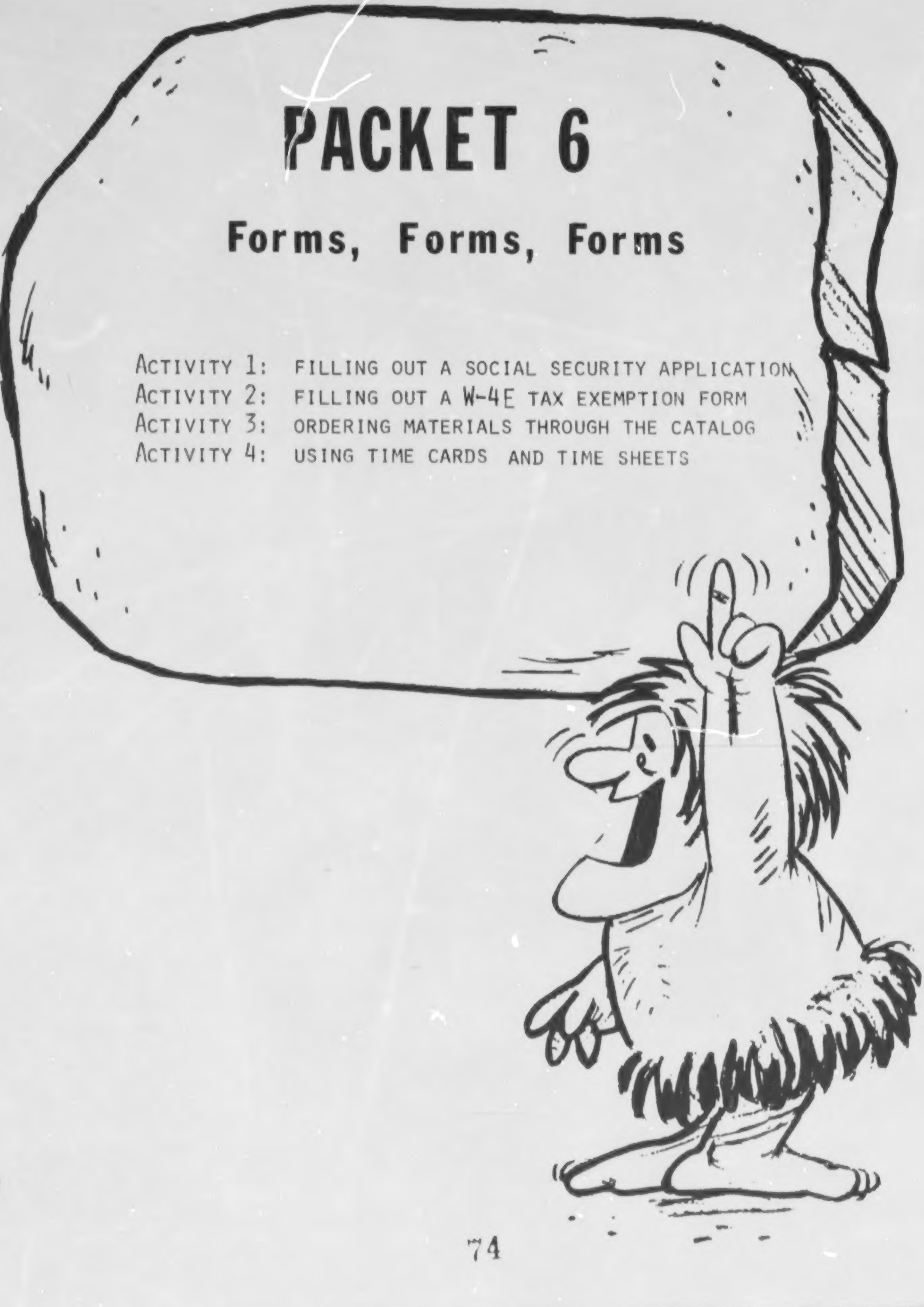
You will need:
- HO 28 from reserve supply

Think About It: Any interview makes you a little nervous. Someone is looking you over. You wonder what they are thinking. You want them to think good things about you. That job would help you out so much.

Many of the words in this activity are taken from HO 26. If you have not done that activity, you may want to do it next.

DIRECTIONS: HO 28 IS A SCRAMBLED LETTER PUZZLE. TRY IT! YOU'LL LIKE IT!

Grant: Waiter, what's this fly doing in my soup?
Jeff: I think he is practicing for the Olympics, Sir.



PACKET 6

Forms, Forms, Forms

Activity 1: FILLING OUT A SOCIAL SECURITY APPLICATION
Activity 2: FILLING OUT A W-4E TAX EXEMPTION FORM
Activity 3: ORDERING MATERIALS THROUGH THE CATALOG
Activity 4: USING TIME CARDS AND TIME SHEETS

ACTIVITY 1: FILLING OUT A SOCIAL SECURITY APPLICATION

ZORP SAYS: CAVEMAN WRITE 777-34-9912
ON EVERYTHING TO SHOW
WHO IT BELONGS TO.

You will need:
- HO 29 from reserve supply

Think About It: You will need a social security number before you go to work. You may already have a number. If you do not, now is the time to apply for one. This number will identify you all your life. It is an important number. Carry the card they send back to you in your billfold.

DIRECTIONS: ON HO 29, PRACTICE FILLING OUT THE APPLICATION FORM FOR YOURSELF AS YOU WOULD ON A REAL CARD.

IF YOU HAVE ANY PROBLEMS, THE DIRECTIONS ARE AT THE BOTTOM OF THE PAGE.

YOU ONLY NEED TO FILL OUT THE TOP HALF OF THE PAGE. THIS IS THE FRONT OF THE FORM.

Debbie: What is round and red and hairy, goes "poppity pock pock," weighs 9,000 pounds and has huge claws?
Connie: I don't know but if you see it, you'd better start running.

ACTIVITY 2: FILLING OUT A W-4E EXEMPTION FROM WITHHOLDING FORM

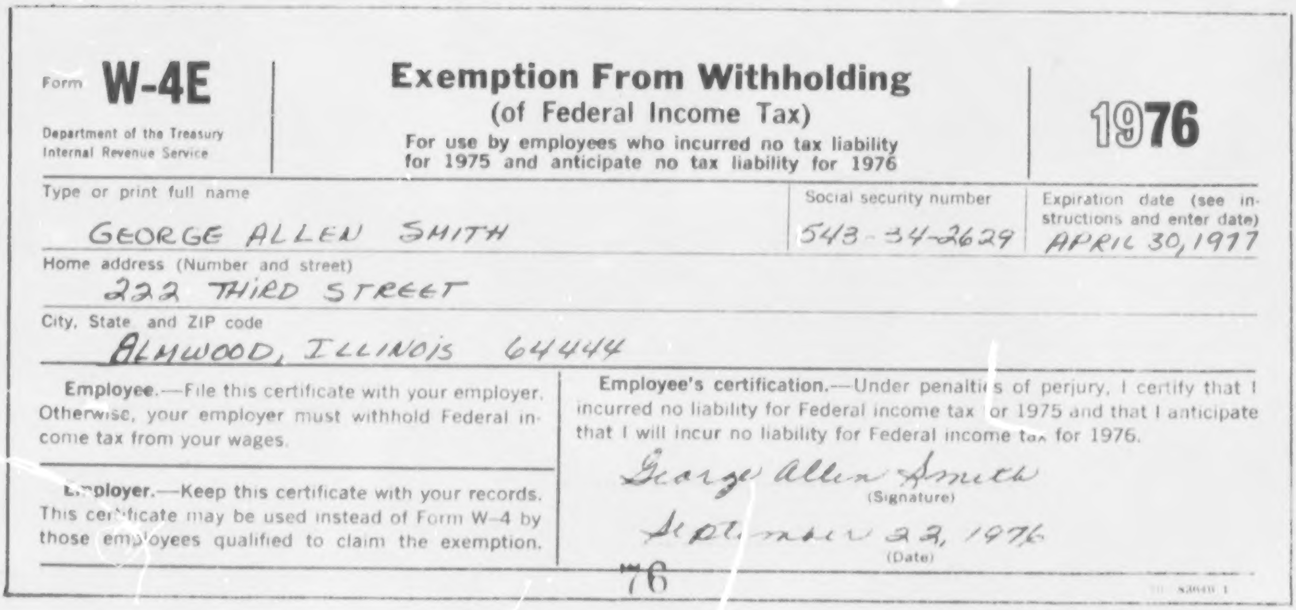
ZORP SAYS: WHY DOES CAVEMAN, JR. NEED W-4E FORM WHILE ZORP NEEDS W-4?

You will need:
- HO 30 from the reserve supply

Think About It: When you first go to work, you must fill out a form which deals with federal taxes. If you think you will make enough money so that you will need to pay taxes, you will fill out a W-4 tax exemption form. On it you will say how many dependents (people you support). Taxes will be taken out. You will have to fill out a tax form to get back the money withheld.

If you only have a part-time job, you will probably want to fill out a W-4E form. No tax will be withheld and you will not have to fill out a tax return form.

Below is a W-4E form. It has been filled out correctly.



Form **W-4E**
Department of the Treasury
Internal Revenue Service

Exemption From Withholding
(of Federal Income Tax)
For use by employees who incurred no tax liability for 1975 and anticipate no tax liability for 1976

1976

Type or print full name: GEORGE ALLEN SMITH
Social security number: 543-34-2629
Expiration date (see instructions and enter date): APRIL 30, 1977
Home address (Number and street): 222 THIRD STREET
City, State and ZIP code: ALMWOOD, ILLINOIS 64444

Employee.—File this certificate with your employer. Otherwise, your employer must withhold Federal income tax from your wages.

Employer.—Keep this certificate with your records. This certificate may be used instead of Form W-4 by those employees qualified to claim the exemption.

Employee's certification.—Under penalties of perjury, I certify that I incurred no liability for Federal income tax for 1975 and that I anticipate that I will incur no liability for Federal income tax for 1976.

George Allen Smith
(Signature)

September 22, 1976
(Date)

ACTIVITY 3: ORDERING MATERIALS THROUGH THE CATALOG

ZORP SAYS: CAVEMAN ORDER MANY NICE THINGS
TO MAKE CAVE BEAUTIFUL.

You will need:
- HO 31 from reserve supply
- catalog page attached

Think About It: Some day soon you may have a job where the boss will tell you to write out an order.

DIRECTIONS: THE BOSS HANDS YOU A CATALOG AND TELLS YOU TO ORDER THESE ITEMS:

1 Confidential File
3 Vertical Separators
2 Multi-Tier Desk Trays
(3 letter tray)
1 doz. Gem Paper Punches

You will not use a credit card. You will not send a check. You do not have to fill out the bottom!

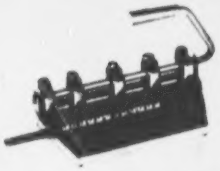
Question: What's the first line of the pickle wedding ceremony?
Answer: Dilly beloved, we are gathered together.

BOSTON HEAVY DUTY PUNCHES

1. A HOLE CENTER SCALE IS MOLDED INTO THE BASE OF THE PUNCH . . . HOLES MAY BE ACCURATELY CENTERED WITH THIS GRADUATED SCALE.
2. ACCURATE PAPER CENTERING GAUGE MOVES ALONG A CHANNEL ADJACENT TO THE HOLE CENTER SCALE, ACCEPTS PAPER FROM 5½" TO 20" LONG. NICKEL PLATED.
3. HOLE DEPTH ADJUSTMENT MAY BE MADE ON EACH INDIVIDUAL PUNCHING HEAD. WILL PUNCH UP TO 30 SHEETS OF 16 POUND PAPER.

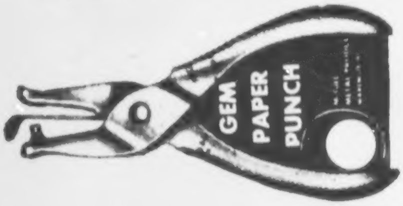
ALL MODELS PUNCH STANDARD ¼" HOLES. . . . LARGE CAPACITY CHIP TRAY . . . HEAVY GAUGE STEEL CONSTRUCTION . . . LEVER HANDLE LOCKS FLAT FOR COMPACT STORAGE

1501 (No. 3)
3 MOVEABLE PUNCH HEADS
15.25 Ea.



1504 (No. 5N)
5 MOVEABLE PUNCH HEADS
—3 CENTER HEADS MAY
BE NEUTRALIZED
23.95 Ea.

GEM PAPER PUNCH



An economy paper punch that will serve many uses. 1/4" hole.

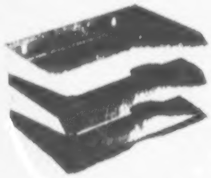
No. 403, Each $ .70 Dozen $7.00

LOOSE LEAF PUNCH

No. 4100, Standard die 1/4" diameter	$1.95
No. 4100, Same, but with 1/8" diameter	1.95

MULTI-TIER DESK TRAYS

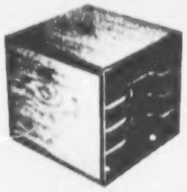
Sturdy one piece steel tray with label holder. Gray or tan color.



No. 3L, 3 tray letter tray	$6.75
No. 4L, 4 tray letter tray	8.50
No. 5L, 5 tray letter tray	9.45

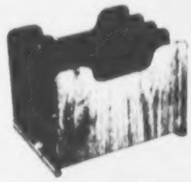
DESK ORGANIZERS AND ACCESSORIES

Various styles are shown. Made of metal. Color-Black/Walnut



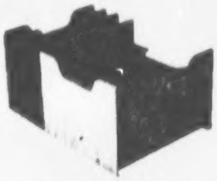
CONFIDENTIAL FILES

No. 6BC, $17.50



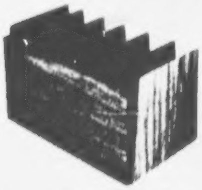
VERTICAL SEPARATOR
Four pockets (shown)

No. 55, $12.00



TRAY-SEPARATOR COMBO

No. 3HV, $17.25

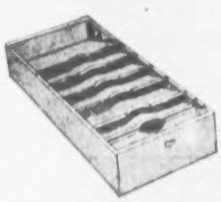


ADJUSTABLE BOOK RACK

No. 1BR, $16.75

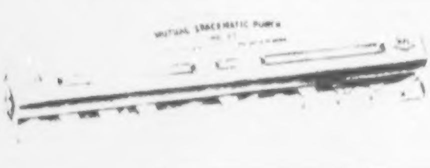
DESK DRAWER STATIONERY RACK

Fits conveniently in desk drawer. Four compartments, also envelope tray.
9" wide x 21" deep.



Each $7.90

SPACEMATIC PUNCH



This modern light weight punch is fully adjustable. Will punch from two to seven holes at one time. Gray Hammertone finish.
No. 27, Each

No. 27, Each $9.95 6 or more, ea. $9.50

ACTIVITY 4: USING TIME CARDS AND TIME SHEETS

ZOK SAYS: PUNCH TIME CARD WHEN ZORP NOT HANDY TO PUNCH.

You will need:
- HO 32 from reserve supply

Think About It: Some of the places where you will work have time clocks. You "punch in" when you come to work. This means you put your card in the clock when you come to work. The clock marks the time on the card. You do the same when you leave.

Some businesses do not have a time clock. They have time sheets instead.
On a time sheet you usually write:
- the time you came in to work.
- the time you left work.
- total number of hours worked.

Then the person who makes out the checks, figures your time by these numbers.

DIRECTIONS: YOU WILL WRITE IN HOURS YOU WORKED ON THE TIME SHEET. FIGURE ALSO THE TOTAL HOURS WORKED AND WAGES EARNED FOR THE WEEK.

Carol: What's black and white and hides in a cave?
Jan: A zebra who owes money.

SECTION II - UNDERSTANDING MYSELF AND OTHERS

PACKET 7

Values

ACTIVITY 1: PUTTING FIRST THINGS FIRST

ACTIVITY 2: DECIDING WHAT VALUES ARE MOST IMPORTANT

ACTIVITY 3: WHAT IS IMPORTANT (VALUES)

ACTIVITY 4: BEING AN HONEST WORKER IS A No. 1 REQUIREMENT

ACTIVITY 5: IDENTIFYING VALUES

ACTIVITY 6: UNDERSTANDING VALUES EMPLOYERS HOLD TO BE IMPORTANT FOR WORKERS

ACTIVITY 1: PUTTING FIRST THINGS FIRST

CLARABELLE SAYS: NOW WHICH DID COME FIRST?
WAS IT THE CHICKEN OR THE EGG?

You will need:
- a friend who has not done this activity
- HO 33 for each of you from the reserve supply
- narrative sheet--Putting First Things First (Packet 7)
- tape recorder (if one is available)
- tape No. 4--Putting First Things First (Packet 7)

Think About It: Everyone knows that you put your socks on before you put on your shoes.

It is silly to think you would do algebra before you learned 1 + 1 = 2.

It would be foolish to fry an egg with the shell on.

When you cracked the egg before frying it, you made a decision. It was the best thing to do. Many times it is not that easy. There may be many choices. Then it is very hard to decide.

DIRECTIONS: YOU AND A FRIEND WILL LISTEN TO TAPE NO. 4, "PUTTING FIRST THINGS FIRST." EACH OF YOU WILL MARK YOUR OWN CHOICES ON HO 33.

Carol: When is it hard to get a ticket to the moon?
Sharon: When the moon is full.

PUTTING FIRST THINGS FIRST

DIRECTIONS: USE HO 33 TO MARK YOUR ANSWERS. PLEASE DO NOT WRITE ON THIS SHEET.

Every day we make one decision after another. Life is just full of decisions. The decisions we make start out early in the morning. You have to decide if you will get up now, sleep a little longer or stay in bed all day. You probably get up sooner or later but, staying in bed would have been nicer. There are decisions whether to brush your teeth now, later, or not at all. You make decisions whether to eat breakfast or not, and if you do decide to eat, what will you have--an egg, cereal, or a candy bar? Then it's a decision as to what clothes to wear, whether to go to school or not, and on goes one decision after another all day long.

What makes us decide the way we do? It gets to be so common that we really do not realize what is happening. Let's try to rate a few activities right now. We'll try an easy one first. Decide which is most important and write a "1," write a "2" for second in importance, and a "3" for least important. I will say that again. One is your first choice, the most important. Two is the next best answer and 3 is your last choice. Here we go.

Tom: My dog doesn't have a nose.
Brad: How does he smell?
Tom: Terrible!

A. You are going to paint the front porch. Which of your three pairs of jeans will you wear?

a. The clean jeans that are just about worn out.

b. The jeans that already have paint on them.

c. The new ones you bought yesterday.

If you think wearing the ones that already have paint on them is the best answer, write "1" in front of "b." If "a" would be your second choice, write "2" in front of "a." And then "3" would go in front of "c" as your last choice. Try a few more.

B. Your mother gave you $5.00 for helping her Saturday with the yard work.

a. You buy a new record album.

b. You put the $5.00 in your savings account at the bank.

c. You take a friend out to eat.

C. If you could have any dinner free, would you choose:

a. A hamburger, french fries and milk shake.

b. Fried chicken.

c. Sizzling steak.

D. Your mother is having a birthday; you want to help her celebrate. If you had the money, would you:

a. Take her out to eat at a very nice restaurant and then to a movie.

b. Buy her an expensive gift.

c. Have a big party for her.

Question: *What happened to the butcher who backed into the saw?*
Answer: *He got a little behind in his work.*

Let's stop a minute now. The reason you make decisions as you do is because it will either help you or it will help someone you care a lot about. We usually make decisions which will benefit us personally. The problems in deciding begin when you want to do two or more things at the same time or maybe you have to decide which of a number of things not to do. Listen to the following choices but do not write anything now:

a. You want to go to the baseball game to see your best friend play.

b. Mrs. Smith calls from the theater to ask you to sell candy, and you need the money.

c. Your favorite T.V. program is on tonight.

When such situations happen, you have to weigh the decision and decide which you want most or which will turn out the best.

A number of examples have been included here. Listen to these examples and stop the recorder to mark your responses. Think through each set of examples carefully. Remember, mark "1" as your first choice, "2" as your second choice and "3" as your last choice. There are no right answers. Just be ready to discuss with a friend why you rated the items as you did.

E. Your father and mother are having marriage problems. It has been going on a long time. What do you want them to do?

  a. Suggest they get a divorce.

  b. Suggest they separate for a while and see if things will work out.

  c. Ask them to stay together and find help from a minister or marriage counselor.

Dad: Why do you have two books just alike, Bob.
Bob: I heard the book was very good so I want to read it twice.

F. You found $50 on the floor in a store. What should you do?

a. Turn it in to the store owner.

b. Advertise in the newspaper.

c. Keep it and watch the "Lost and Found" column in the newspaper.

G. You see three ads for jobs. You need a job badly. Which job would you like the best?

a. A good paying job with long hours and hard work.

b. An easy job with poor wages.

c. A boring job with average wages with no chance to advance.

H. If you had to have one of these problems which would you choose?

a. To be deaf.

b. To be blind.

c. To not be able to move your arms or legs.

I. Your friend asks you how you like her new dress which you think is terrible.

a. You lie and tell her it looks good so you won't hurt her feelings.

b. You tell her the truth and take the chance of losing her friendship.

c. You say it's O.K. and change the subject quickly.

Bo: Does your umbrella leak like this all the time?
Jo: No, not really. Just when it rains.

J. What qualities would you like your best friend to have?

   a. Always tell you the things you want to hear even though they are not true.

   b. Always be honest even though it hurts sometimes.

   c. Defend you in all circumstances even when you are wrong.

K. Which of these people would you least like to be around?

   a. Drug pushers.

   b. Thieves.

   c. Alcoholics.

L. If you could have one of these, which would it be?

   a. Money.

   b. Fame.

   c. Good looks.

M. What do you like least in people:

   a. When they lie.

   b. When they steal.

   c. When they tell on you.

N. Where would you like to live most?

   a. In or near a big city.

   b. In a small town.

   c. In the country.

Lee: What's your big hurry?
Rob: I'm trying to keep two guys from fighting.
Lee: What two guys?
Rob: Me and my big brother.

O. Which do you like to play most?

a. Checkers or chess.

b. Ping pong.

c. Softball.

P. Would you rather:

a. Own a small business.

b. Work for a large company.

c. Work in a small business.

Q. The biggest problem in our country today is:

a. Pollution.

b. Over-population.

c. High prices.

R. Which would you like to have:

a. More friends.

b. Better feelings with your family.

c. Better grades in school.

S. What would you like better if you had a habit which bothered people:

a. To be told about it.

b. To receive an unsigned note.

c. Not to be told about it at all.

Bess: *Mary has a twin.*
Jane: *How can you tell them apart?*
Bess: *Easy. Her brother, Barry, is taller.*

T. Where would you like to go the most?

a. To the Hawaiian Islands.

b. To Mexico City

c. To Moscow, Russia.

U. What would you like to have people say about you?

a. That you are fun to be around.

b. That you are kind to animals.

c. That you have a good head on your shoulders (or you're smart).

V. What would you change if you could start your life over?

a. To study harder at school.

b. To go to church more.

c. To be kinder to adults.

W. If you could have any car you wanted, which would you choose?

a. A Lincoln Continental.

b. A Mercedes Benz.

c. A red Corvette.

X. The best way to spend a Saturday evening would be:

a. Running around town with your friends.

b. Going out on a date.

c. Having a big party.

April: What's the difference between a flea and a camel?
Marty: A flea can sit on a camel but have you ever seen a camel sit on a flea?

Y. The person you can talk best to about problems is:

a. A friend.

b. A relative.

c. A teacher.

Do you have a 1, a 2, and a 3 by each set of answers? Go back and see that you do. Now, look again at each group. After each set of choices tell your friend why you selected the one you did. If a reason does not come to mind, spend some time thinking about it. See if you can decide how you made your choices.

Listen carefully to your friend's reasons, too, but do not change your answers! The answers are not as important as are the reasons you give for your choices. Listening to your friend's answers should help you decide if you were thinking the same way or not.

Talk with your friend about some of the big decisions you have to make. Maybe your friend will have some ideas as to which choice you should make.

Jim: My feet are so cold!
Kim: Well, silly, put them under the covers.
Jim: I should say not! I don't want those cold things in bed with me.

ACTIVITY 2: DECIDING WHAT VALUES ARE MOST IMPORTANT

CLYDE SAYS: BIG DECISIONS, LITTLE DECISIONS.
MY MIND GETS WORN OUT FAST.

You will need:
- a friend who has not already done this activity
- HO 34 for each of you from the reserve supply

Think About It: Something terrible has happened! There are a few people left on the earth. This is due to a fatal disease caused by the water. A small amount of good water is left, just enough for six people.

It is expected that this good water will last until the bad water is good again.

DIRECTIONS: TALK WITH YOUR FRIEND. DECIDE WHICH OF THE SIX PEOPLE BELOW SHOULD HAVE THE GOOD WATER. REMEMBER THESE SIX PEOPLE WILL LIVE TO REBUILD THE WORLD.

a doctor
a pregnant woman
a genius
a chemist
a chef
a teacher
a tailor
a millionaire
an entertainer
a farmer
a minister
your father
your mother
a police officer
a lawyer
a musician
a car builder
a circus strong man
a ship builder
a house builder
your best friend
the President of the U.S.
an actor
a garbage collector
a mechanic
a telephone operator

Dave: Why are fish so smart?
Beth: Because they are always in schools.

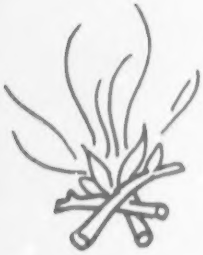
ACTIVITY 3: DECIDING WHAT IS IMPORTANT (VALUES)

CLAYPOOL SAYS: MY FELLOW WORKERS! IN MY OPINION, TIME IS THE MOST IMPORTANT VALUE.

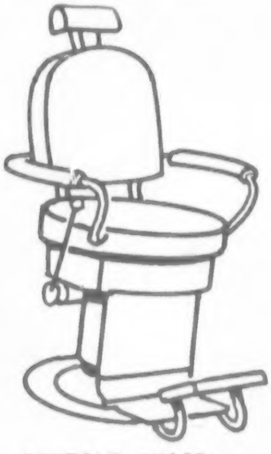
You will need:
- a friend who has not done this activity
- HO 35 for each of you from reserve supply
- envelope marked "Value Symbols" (Packet 7)

Think About It: Values are the things you feel are most important for you. People do not feel the same way about all things. Some things you feel are important; another person might not feel those things are important at all.

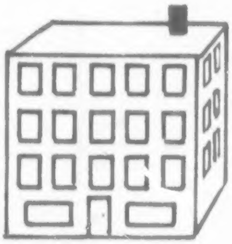
DIRECTIONS: LOOK AT THE FOLLOWING PICTURES. WHAT DO YOU THINK OF AS YOU LOOK AT EACH ONE?



FIRE



DENTIST CHAIR



SCHOOL

At first you might say those are all unhappy symbols. But think about it. All three of these objects are symbols of values, too.

FIRE can destroy. Fire also brings comfort from cold.
DENTIST CHAIR brings pain. It also means good health.
SCHOOL means work. Learning is a help for the future.

Can you rate these three in importance (of value) to you? Which is most important, second important, least important. Discuss with your classmate why you rated each one the way you did.

ACTIVITY 4: BEING AN HONEST WORKER IS A NO. 1 REQUIREMENT

C. J. SAYS: MY EMPLOYEES WILL BE HONEST, OR ELSE!

You will need:
- HO 36 from the reserve supply

Think About It: An employer wants a worker who is honest. The worker should help the business even when the employer is not there.

It is important that the worker be very honest. Dishonest workers may cost the business a lot of money. It only takes a few times of being dishonest until a worker cannot be trusted.

Let's look at three situations.

Was the person honest or dishonest in each one?
Decide if they are honest or dishonest.
Do NOT write on this page!

___ George often takes his personal mail to the office and uses the office stamps.

___ Murphy wires an extra telephone into the jack and he only pays for one phone.

___ Ellen is a bus person and although she could very easily keep the tips left on the table, she always gives them to the waitress.

DIRECTIONS: ON HO 36 THERE ARE SEVERAL SITUATIONS. DECIDE IF THE WORKER WAS HONEST OR DISHONEST. THEY ARE LITTLE THINGS BUT EVEN LITTLE THINGS ARE VERY IMPORTANT.

Sam: What goes ha, ha, ha, plop!
Dan: Somebody laughing his head off.

ACTIVITY 5: IDENTIFYING VALUES

CHUCKER SAYS: I NEED MONEY MOST OF ALL.

CLUCKER SAYS: NOT ME! I NEED FRIENDS, ALL KINDS OF FRIENDS.

You will need:
- a friend who has not done this activity
- HO 37 for each of you from reserve supply

Think About It: Different people like different things. The things you think are most important are your values.

DIRECTIONS: WITH YOUR FRIEND, READ ABOUT THE THREE PEOPLE BELOW. ON HO 37 DECIDE WHAT YOU THINK EACH PERSON WOULD LIKE. YOU MAY AGREE OR DISAGREE. IN THE LAST COLUMN, WRITE YOUR OWN CHOICES.

JANET, THE HOMEMAKER
Janet is a mother of three small children. She loves to take care of her children, her husband and her home. She spends a lot of time in her vegetable garden and with the flowers in her yard. She is a Sunday School teacher, a hospital worker and a Girl Scout leader.

DAVID, THE SPORTS CAR RACER
David really enjoys his work as a sports car racer. He spends hours and hours working on his car and practicing his driving skills. He spends his spare time with friends at the race track. Sometimes they get together to play poker late into the night. David makes a lot of money, has a fancy house, and gives a lot of parties.

GEORGE, THE BARBER
The Horns own and operate the local barbershop. George Horn knows most of the people in town and is everybody's friend. He loves to read and even has written several short stories. Many of his stories are about people who have come to their shop. In one end of the barbershop they have a cactus display.

Fred: What is the best key to have at dinner?
Ruth: A Turkey!

ACTIVITY 6: UNDERSTANDING VALUES EMPLOYERS HOLD TO BE IMPORTANT FOR WORKERS

CLEMENT SAYS: YOU MEAN I CAN'T SIT WITH MY FEET UP ALL DAY? SHUCKS!

You will need:
- HO 38 from the reserve supply

Think About It: If you were an employer you would want to hire workers who have good work qualities. The success of your business depends upon good workers.

Employers think some qualities (values) are very important.

Some of these values are:

- being on time
- being trustworthy (the boss trusts you)
- being responsible (able to choose and do tasks needing to be done)

DIRECTIONS: LOOK AT THE PUZZLE ON HO 38. THE WORDS GIVEN ARE QUALITIES EMPLOYERS THINK ARE VERY IMPORTANT FOR WORKERS TO HAVE. CAN YOU GET ALL THE WORDS IN THE RIGHT PLACES ON THE PUZZLE?

Little Boy: I'm glad to see you're feeling o.k.
Old Guy in Rocking Chair: What do you mean? I haven't been ill.
Little Boy: My dad said you were off your rocker.

PACKET 8

Feelings

ACTIVITY 1: RANKING FEELING WORDS AS POSITIVE OR NEGATIVE

ACTIVITY 2: TALKING ABOUT THINGS I LIKE TO DO

ACTIVITY 3: UNDERSTANDING WHAT MY NEEDS ARE

ACTIVITY 4: BEING ABLE TO SAY KINDLY THAT YOU DO NOT LIKE SOMETHING

ACTIVITY 5: PRACTICING SELF-CONTROL WHEN ANGRY

ACTIVITY 6: LEARNING TO ACCEPT HELPFUL CRITICISM

ACTIVITY 7: QUITTING A JOB THE RIGHT WAY

ACTIVITY 8: UNDERSTANDING THAT OTHER PEOPLE HAVE FEELINGS TOO

ACTIVITY 1: RANKING FEELING WORDS AS POSITIVE OR NEGATIVE

CHRISTINA SAYS: SWAYING PALM TREES, THE OCEAN, AND SANDY BEACHES! OH! OH! OH!

You will need:
- HO 39 from the reserve supply

Think About It: When you hear some words, you may feel good. When you hear some other words you may feel sad.

How do you feel when you hear the word "fear?" When you are feeling fear it is not good. It is a negative feeling word.

How do you feel when you hear the word "love?" Now that is a different story. Love is a good feeling. It is a positive word.

Try these words. Would you say they give positive feelings or negative feelings?

helpless successful loser

DIRECTIONS: ON HO 39, LOOK AT THE WORDS. DECIDE IF THEY ARE POSITIVE (GOOD) FEELING WORDS OR NEGATIVE (BAD) FEELING WORDS. TRY TO DECIDE WHICH THEY ARE.

Henry: What kind of suit costs hundreds of dollars but you can't wear it?
Frank: A law suit.

ACTIVITY 2: TALKING ABOUT THINGS I LIKE TO DO

CLANCY SAYS: ONE OF THE THINGS I LIKE TO DO IS READ.

You will need:
- HO 40 from the reserve supply

Think About It: There are so many things that are fun to do. These things give us good feelings. Some of us like to go for walks. Some of us like to talk to our friends. We all like to do different things.

DIRECTIONS: ON HO 40, WRITE 10 THINGS YOU LIKE TO DO. THERE ARE LOTS OF THINGS YOU LIKE TO DO ONCE YOU START THINKING. ARE YOU READY? GET SET! GO!

Cleo: What did the druggest say as he handed the patient a pill bottle?
Ruth: I don't know. What?
Cleo: "This will last you a vial."

ACTIVITY 3: UNDERSTANDING WHAT MY NEEDS ARE

CORRINA SAYS: I JUST MUST HAVE MY NAILS POLISHED OR I WON'T BE SEEN IN PUBLIC.

You will need:
- HO 41 from the reserve supply

Think About It: You've heard people say, "I just have to have that!"

You've also heard others say, "I just can't live without that!"

All of us have needs. Some needs we feel very strongly about. Some are just there. Have you thought before about your needs? Let's try it now.

DIRECTIONS: ON HO 41, YOU WILL NAME SOME OF THE THINGS THAT ARE IMPORTANT TO YOU. SOME OF THE IMPORTANT THINGS DO NOT COST ANY THING. OTHER THINGS COST MONEY. LET'S SEE WHAT YOU THINK YOUR NEEDS ARE. O.K.?

Tom: What did the battery say after it heard the joke?
Don: I got a real charge out of that one.

ACTIVITY 4: BEING ABLE TO SAY KINDLY THAT YOU DO NOT LIKE SOMETHING

CHUNKY SAYS: IF YOU DON'T LIKE MY CROW,
AT LEAST TELL ME NICELY.

You will need:
- HO 42 from the reserve supply

Think About It: People are not kind all the time. Sometimes people do things to you that hurt you. Other times even your friends will say things that are not kind.

You have 3 choices:

1. You can say nothing and be hurt.
2. You can yell at them--but that doesn't make things better.
3. Remember that everyone has a bad day or makes mistakes. Try to talk the person to make things right.

Number 3 is probably the best method most of the time.

DIRECTIONS: ON HO 42, LOOK AT THE SITUATION AND DECIDE WHICH METHOD IS THE BEST.

Cecil: Why was it easier for Washington to throw the coin across the river?
Mary: Because money went further in those days.

ACTIVITY 5: PRACTICING SELF-CONTROL WHEN ANGRY

C.J. SAYS: (POUNDING HIS FIST ON THE TABLE).
YOU QUESTION MY SELF-CONTROL.
HOW DARE YOU! YOU'RE FIRED!

You will need:
- HO 43 from the reserve supply

Think About It: Everyone gets angry. Sometimes you just cannot help from getting angry. The important thing is not to lose your self-control. Self-control is being able to handle yourself so that you do not do bad things.

What do you want to do to a classmate when that person calls you a dirty name? What do you do?

What you want to do is O.K. (that's anger). But do not do it! (that's self-control).

You cannot just get rid of anger by telling it to go away. But you can hold it back until a better time comes.

Many good jobs are lost in a moment of anger. It is not easy to walk away from a person who is rude to you. And you must get rid of the energy which comes with anger. Pounding nails or running helps. Do something that does not hurt anyone or anything.

WE ALL NEED TO PRACTICE SELF-CONTROL.

DIRECTIONS: LOOK AT HO 43. TRY TO DECIDE IF THE PEOPLE ARE PRACTICING SELF-CONTROL WHEN THEY ARE ANGRY.

Clyde: Why do cows wear cow bells?
Donald: Because their horns don't work.

ACTIVITY 6: LEARNING TO ACCEPT HELPFUL CRITICISM

CLACKY SAYS: I CERTAINLY WILL NOT TELL CORRINA THAT YOU SAID SHE IS A GOSSIP! CORRINA, THIS IS CLACKY . . .

You will need:
- a classmate who has not done this activity
- HO 44 for each of you from the reserve supply

Think About It: It is not easy to have someone tell you what you do wrong.

It is even harder to accept what they say.

At first you are angry. Then you think the other person is wrong.

But maybe they are really telling the truth. Maybe they really want to help you.

It takes a special skill for you to understand what they say and then try to change your actions.

You have to practice.

DIRECTIONS: YOU WILL THINK ABOUT YOURSELF. A FRIEND WILL THINK ABOUT YOU. YOUR TEACHER WILL THINK ABOUT YOU. EACH WILL ANSWER SOME STATEMENTS ABOUT YOU. THE THREE OF YOU WILL TALK ABOUT YOU. ARE YOU ABLE TO LISTEN TO WHAT THEY SAY WITHOUT GETTING MAD? TRY IT!

Elaine: What do you get when you cross a tiger with a watch dog?
Susan: A nervous mailman.

ACTIVITY 7: QUITTING A JOB THE RIGHT WAY

CLANCY SAYS: IT SAYS HERE YOU SHOULD TELL THE BOSS AT LEAST TWO WEEKS BEFORE YOU QUIT.

You will need:
- HO 45 from the reserve supply

Think About It: Sometimes you must quit your job. There are several reasons why you might quit:

1. You get a better job.
2. You want to go to school somewhere else.
3. You are unhappy even after you try to like the job.

When you do quit, you should do these things:

1. Tell your supervisor.
2. Give the real reason.
3. Let the supervisor know at least a pay period before (2 or 4 weeks).

DIRECTIONS: DO A PUZZLE TO LEARN THE STEPS IN QUITTING A JOB THE RIGHT WAY.

George: Why is the river lazy?
Henry: Because it never gets out of it s bed.

ACTIVITY 8: UNDERSTANDING THAT OTHER PEOPLE HAVE FEELINGS TOO

CHUCKER SAYS: I FEEL A LOT BETTER AFTER I HIT YOU!

CLUCKER SAYS: YOU MAY FEEL BETTER BUT I FEEL WORSE! OH ME!

You will need:
- HO 46 from the reserve supply

Think About It: Did you ever think of this? Everyone wants to feel comfortable. No one likes to be miserable for very long. All day long we do those things which will make us more comfortable. It is very easy to only think about us.

One way to have good feelings is to know that someone else feels good because of something we have done.

It is important to remember that we are not the only ones who have feelings. We need to care about the feelings of others.

DIRECTIONS: TRY TO DECIDE HOW OTHERS WILL FEEL IN DIFFERENT SITUATIONS. WRITE THE BEST ANSWER ON THE LINE.

Marla: *What did the judge say when the skunk came into the room?*
Janet: *Odor in the court!*

PACKET 9

Improving Conditions

ACTIVITY 1: CHANGING NEGATIVE ACTIONS TO POSITIVE ACTIONS

ACTIVITY 2: SEEING SOME OF MY ABILITIES

ACTIVITY 3: WHAT CAN I DO ABOUT MY LIMITATIONS?

ACTIVITY 4: KEEPING A JOB TAKES WORK

ACTIVITY 5: ACCEPTING RULES AS NECESSARY

ACTIVITY 1: CHANGING NEGATIVE ACTIONS TO POSITIVE ACTIONS

CORRINA SAYS: CHANGE MY WAYS? WHY,
HONEY, IF I CHANGE MY WAYS,
NO ONE WILL KNOW ME!

(This may be an activity for the whole class).

You will need:

- HO 47 from the reserve supply
- narrative--Changing Negative Actions to Positive Actions (Packet 9)
- tape recorder (if you wish to use one)
- tape No. 5--Changing Negative Actions to Positive Actions (Packet 9)

Think About It: Some people bother you. You probably bother other people too. Those things that bother are usually negative actions. Most of the time you probably do not even know what it is you are doing that bothers.

These same negative actions may bother employers, too. Did you know that 8 times out of 10 people lose their jobs because they bother other people? They may bother the boss. They may bother the customers. They may bother other workers.

DIRECTIONS: LISTEN TO TAPE NO. 5. FIND THE NEGATIVE ACTION AND SEE HOW TO CHANGE IT TO A POSITIVE ACTION. KNOWING POSITIVE ACTIONS MIGHT HELP YOU KEEP A JOB SOME DAY.

John: Why did Sue go out with her purse opened?
Jack: Because she expected a change in the weather.

CHANGING NEGATIVE ACTIONS TO POSITIVE ACTIONS

The most important factor in job success is attitude!

Now, what does that mean anyway?

I guess you could say that in order to keep a job very long or to be promoted to a better job, a worker must have a good attitude toward work and toward people. The last part, getting along well with others is extremely important! Do you know that 8 out of 10 people lose their jobs do so because they have trouble with the people around them?

Getting along with people does not just happen. It's a skill to be learned. Some people find it easy to make friends and keep them. They keep at peace with those around them. For others it always seems they are "at odds." You've heard the comment, "Joe always seems to have a chip on his shoulder." Or "Mary must have gotten up on the wrong side of the bed again."

If you are one who enjoys people, it is likely that you probably will also enjoy work and will feel job success. When there are many positive feelings about the people you work with, you will very likely enjoy your work and will feel successful. Workers who feel job success and friendliness with the people around them usually advance further and faster and, as a result, earn more money.

Wilt: Why do you have that big hole in your umbrella?
Milt: Oh, that's so I can look out and tell when it has stopped raining.

It is important, then, to try very hard to have the right feelings toward your employer and the people with whom you work.

Now look at the Handout. On the left-hand side are negative actions of workers which may get them in trouble. At least, such actions will not help them. These actions may be what keeps them from getting better jobs. On the right-hand side are positive actions--that is, better actions if a worker wants to be a success.

Let's think about each one. Look at the positive actions column. Ready?

1. Smiles easily and is pleasant. Be a person who is generally happy. Workers like pleasant situations. Smiling and acting pleasant helps to keep work fun.

2. Is willing to change when such a change would be more suitable. You have to be willing to do what is expected of you if you want to keep the job. Remember, you really sell your services to the boss. What the employer wants, you must be willing to try, even if it means you have to change your ideas, your dress or your actions. In exchange for your services, you are paid money.

3. Tries to see another's point of view. To get along with people you work closely with, there should be an exchange of ideas. That is, there is usually more than one way to think about a situation. Others have a right to their opinions. You should be able to discuss freely and try to see another person's point of view even if you do not believe that way.

Paul: What has 18 legs and catches flies?
John: The Cincinnati Reds.

4. Does not complain about most things. You probably will not help yourself by complaining. Make sure that when you do complain, it is something worth complaining about.

5. Is willing to admit own mistakes. No one likes to make mistakes! To be blamed for someone else's mistakes is even worse. Be very careful to admit your own errors. If you are able to say you were wrong, you will look better in the eyes of others.

6. Does not criticize others. To tell others what they should do comes very naturally but fellow workers do not like criticisms if it is not your job to criticize. If you make helpful suggestions in a friendly way, that is one thing, but be very careful!

7. Cares about others and is helpful. You want to be ambitious and work very hard, but be sure you think about others also. The employer and your fellow workers have needs and feelings too. Show them you care and be helpful whenever you can. It will get you further in the end.

8. Looks the other person in the eye when talking and acts interested in what is being said. If you cannot look at other people when you speak to them, they begin to wonder about you. Are you afraid of them? Are you trying to hide something? Are you nervous? Look at the person when you are talking. It shows you are interested in what is being said.

Larry: *What is white, has one horn and gives milk?*
Gary: *A dairy truck.*

9. Respect ideas and opinions of others. You do not believe like everyone else so you cannot expect them to believe as you do. Respect others for what they believe. Be sure to listen to their ideas. You may pick up some idea you hadn't thought of before. But do not put others down for what they believe.

10. Does not make excuses. Try to see things as they really are. This is basic honesty. Do not make excuses just to make yourself look better. It is very easy to find outside reasons when, in fact, you merely did not do something you were supposed to do. Do your best and accept the facts.

11. Has many interests and engages in a variety of activities. If you act like you are bored and not interested in the job, the boss may suggest that you look somewhere else for something that interests you more. Be creative and find parts of the job you enjoy. Work at keeping yourself from being bored.

Now let's look at six different workers. They all do their work very well. However, some of their actions need to be improved. See if you can find the negative action that needs to be changed. Write the number of the action on the line. Then write what the worker should do to change that negative action to a positive action. Ready? Here we go.

Milly: You've got snew all over your skirt.
Janie: What's snew?
Milly: Oh, not much!

EXAMPLE A

Mary is 18 and works in a restaurant. Toby's Restaurant is known for its fine food and excellent service. Mary is always well groomed, and her uniform is always clean, free of wrinkles, the right length, and she mends every tiny seam that pulls out. She remembers instructions the boss gives and she takes the customers' orders correctly. Her arithmetic on the customers' checks is always correct. She works hard and wants to do her job well. However, she is afraid if she smiles too much, that will show she is having a good time and is not a hard worker. She wonders why she does not get as many tips as some of the other girls. After all, she does her work better than any of them.

What number from the list describes Mary's negative action?

How can Mary change her negative action to a positive one? Fill in the blank on the handout with the positive action.

EXAMPLE B

Joe is a senior in high school. He also has a part-time job after school at Macey's Drug Store. He is scheduled to work Friday evening but just this week, the high school announced it would take busses to the district football play-offs. Since Joe will be graduating, this will be his last time to go to a play-off. He decided he would ask Paul, who is scheduled to work Saturday, to trade with him. But Paul remembered he wanted to trade with Joe

Alice: Waiter, there's a fly in my soup.
Waiter: Don't worry. How much can a little fly drink anyway?

a couple of weeks ago and Joe wouldn't trade. Besides Paul wants to go to the football game, too. Joe decided to tell the boss he thought it was only right that he should be allowed to go since this would be his last chance. The boss tried to talk to Joe and show him how it would be really inconvenient for him if he went. But Joe could not see how it would be so bad. The boss allowed Joe to go but he is still not happy about it. It was really inconvenient for him to find someone else to work.

Can you find two negative actions?

How should Joe change these actions?

EXAMPLE C

Joan got a job at Kenny's Record Shop. Her hours were to be after school from 3:30 to 5:30 each day. It was necessary for her to walk 5 blocks from school to the store. Something seemed to happen every day so that she hardly ever got to work on time. Instead of changing her working schedule to begin at 3:45, which would give her enough time to get to work, she made excuses for being late. The teacher kept her after school. There was an accident on the way. Her mother called her. Every day it was a different story. It was always someone else who caused her to be late. Joan is very friendly and does her job very well after she finally gets to work.

Find a negative action of Joan's.

How should Joan change?

Fred: It's a good thing they named me Fred.
Sam: Why?
Fred: Because that's what everyone calls me.

EXAMPLE D

Mike is very interested in cars and is very good at fixing them. He thinks of himself as a real "pro" and spends many hours of his spare time working on his friends' cars. Last fall he got a job pumping gas at a service station near his home. The problem is that he just can't seem to stay away from the garage where the mechanics are working. It is true that often he can spot a car's trouble by listening to the engine. However, Mike's boss has told him many times that he bothers the mechanics whenever he tells them what they should do. But even though the boss has warned him, Mike goes right on telling the mechanics what they are doing wrong.

Find one negative action.

How can Mike improve?

EXAMPLE E

Just last week Kim went to work as a newspaper carrier. She must get up at 5 o'clock in the morning in order to get her papers rolled and delivered before 7 o'clock which is the time all papers are to be out. Kim was very excited about having a job and for the first week she did very well. During the second week getting up wasn't nearly as much fun. Then she complained that the papers

Marie: Grandma, remember that cup and saucer you were afraid I'd break?
Grandma: Yes?
Marie: Your worries are over!

were too heavy to carry. The weather turned colder and one morning there was snow on the ground. Kim felt that she was being mistreated because her mother wouldn't drive her around to make the deliveries. A lady who was not able to walk well called and wanted Kim to put her paper in the mail slot. Kim consented but she asked her if she knew how much trouble it was for her to get off her bicycle and walk all the way up the steps. Kim forgot that a business person such as a paper carrier should always be very pleasant. When she went to collect from her customers, she told them the amount they owed, took the money, and without a thank you or a smile walked down the sidewalk.

Can you find two negative actions?

How should Kim change?

EXAMPLE F

Kirk has to do a lot of things on his job at the nursing home which are not particularly fun. The old people are always asking him to do favors for them. Actually, his job is to fold clothes in the laundry room and then put the clothes on the shelves there or take them to the patients' rooms. The whole job really bores him. He does the same thing day after day after day. Old people just do not interest him either. In fact, he really does not like to do anything much except play with his dog and build models. Kirk thinks that those old people at the nursing home just

Chris: If you had 75¢ in one pocket and $1.40 in another pocket, what would you have?
Bill: Someone else's coat!

do not know how to act. The least they could do is leave him alone when he carries the laundry in to them.

Now, find two negative actions.

What should Kirk do to change these actions?

Often it is very easy to change bothersome actions to positive ones, which helps you to be a more likeable person. Think about it. What are you doing (which you may not even be aware of) that bothers other people but which you could easily change? Think carefully and be on the look-out for your negative actions.

Hank: How do fishermen make their nets?
Lew: I don't know, how?
Hank: They take a bunch of holes and throw them into a pile of string!

ACTIVITY 2: SEEING SOME OF MY ABILITIES

CLYDE SAYS: I HAVE SO MANY ABILITIES, IT MAKES MY FEET TIRED TO CARRY THEM ALL AROUND.

You will need:
- HO 48-a and 48-b from the reserve supply

Think About It: Some times we think we cannot do anything; other times we feel very good; we may even think we can do more than we really can.

Have you ever sat down and decided just what your abilities are? You may be surprised what you will find.

To know what you can do well and what you need work on is very important. It will help you understand yourself.

DIRECTIONS: LOOK AT HO 48. DECIDE IF YOU CAN DO EACH ACTIVITY. BE SURE TO BE VERY HONEST. REMEMBER, THERE ARE NO RIGHT OR WRONG ANSWERS. IT'S JUST YOU.

Louis: Why did the farmer name his pig INK?
Floyd: Because it kept running out of the pen.

ACTIVITY 3: WHAT CAN I DO ABOUT MY LIMITATIONS?

CHESTER SAYS: MY WEAKNESSES? CAN'T THINK OF A ONE! NO SIR, NOT ONE!

You will need:
- HO 49 from the reserve supply

Think About It: What are limitations anyway? Limitations are skills we do not have. They are weaknesses that keep us from being able to do some things.

But everyone has limitations. People are all different. Some people have more limitations than others. But, remember, we all have weaknesses and strengths.

It is important for you to be able to realize what your strengths and your weaknesses are. Whatever you do well, find more ways to use that skill. Those things you cannot do, work at learning to do them better.

The more skills you have, the more different jobs you will be able to do.

DIRECTIONS: ON HO 49 YOU WILL FIND EXAMPLES OF SOME WEAKNESSES (LIMITATIONS). THEN, IN THE RIGHT COLUMN, YOU WILL SEE A POSSIBLE WAY TO MAKE THAT WEAKNESS STRONGER. MATCH THE LIMITATION WITH ONE WAY TO IMPROVE IT.

Lynn: I could tell my piano teacher had a headache.
John: How?
Lynne: Her tempos were moving in and out.

ACTIVITY 4: KEEPING A JOB TAKES WORK

CHRISTINA SAYS: KEEP MY MIND ON MY JOB WHEN THERE ARE SO MANY OTHER THINGS TO THINK ABOUT? NEVER!

You will need:
- HO 50 from the reserve supply

Think About It: Once you get a job, it does not mean you will always have it. You must work hard to keep it.

Here are a few of the things you must do:

1. Do the job you were hired to do.
2. Get along with the people you serve (such as customers).
3. Get along with the boss.
4. Get along with other workers.
5. Be on time, prepared, and interested.

That is a lot, but each part is important.

DIRECTIONS: ON HO 50 THERE ARE 21 ITEMS. THREE OF THESE ITEMS DO NOT BELONG IN THE LIST. CAN YOU FIND THESE THREE?

Pam: What do you find in the middle of America?
Sam: The letter R!

ACTIVITY 5: ACCEPTING RULES AS NECESSARY

CLEMENT SAYS: RULES, RULES, RULES! THE BEST RULE IS, "EVERYONE NEEDS SLEEP--LOTS OF SLEEP!"

You will need:
- HO 51 from the reserve supply

Think About It: There are rules at home.

There are rules at school.

There are rules at work.

There are rules on the street.

Everywhere you go there are rules.

Rules are important to keep things in order.

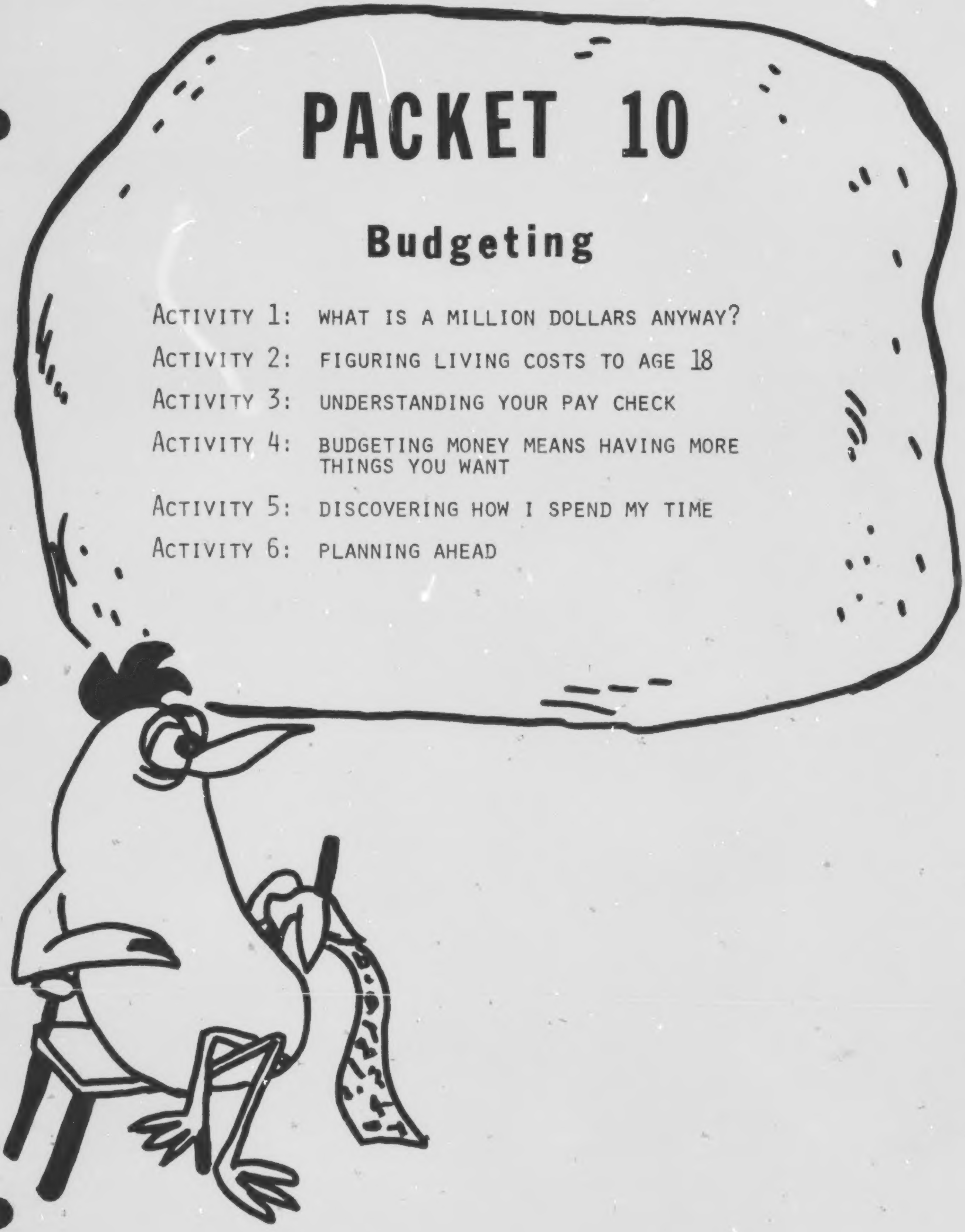
But sometimes rules bother us.

It is hard to accept some rules.

But things would really be in bad shape if we did not have rules.

DIRECTIONS: THINK ABOUT THE RULES WE HAVE. HERE IS YOUR CHANCE TO SAY WHAT YOU THINK ABOUT THEM. SEE HO 51.

Dale: Why is tennis such a noisy game?
Lois: Because each player raises a racket.



PACKET 10

Budgeting

ACTIVITY 1: WHAT IS A MILLION DOLLARS ANYWAY?
ACTIVITY 2: FIGURING LIVING COSTS TO AGE 18
ACTIVITY 3: UNDERSTANDING YOUR PAY CHECK
ACTIVITY 4: BUDGETING MONEY MEANS HAVING MORE THINGS YOU WANT
ACTIVITY 5: DISCOVERING HOW I SPEND MY TIME
ACTIVITY 6: PLANNING AHEAD

ACTIVITY 1: WHAT IS A MILLION DOLLARS ANYWAY?

CLARABELLE SAYS: IF I HAD A MILLION DOLLARS,
I'D SPEND IT ALL ON CLOTHES.

You will need:
- HO 52 from the reserve supply

Think About It: You are 20 years old and living by yourself.

You have just inherited one million dollars. Remember, that number looks like this:

$1,000,000

You must use it in one year.

Let's say there are six big categories of ways to spend it. They are:

clothing--clothes for you and others
food--food for you and others
shelter--house or houses for you and your family
charities--money you give to help people in need
pleasure--just for fun, entertainment
investments--places to put money so you will earn more money

DIRECTIONS: TRY TO DECIDE HOW YOU WILL SPEND ONE MILLION DOLLARS. USE HO 52. THAT IS ASKING A LOT, ISN'T IT?

Phil: Why did the burgler take a shower?
Joan: So he could make a clean get-away.

Activity 2: Figuring Living Costs to Age 18

CLACKIE SAYS: THE WAY I FIGURE IT, IT'S UNBELIEVABLE HOW MUCH IT COSTS TO KEEP A CHICKEN HOUSE GOING!

You will need:
- a classmate who has not done this activity
- HO 53 for each of you from the reserve supply

Think About It: There are some national figures about the amount of money people spend on food, clothing, and such things. When you divide this number by the number of people, you get some interesting figures.

These are the facts we gathered. These amounts are for one child from birth to age 18.

Food	$2.00 per day
Clothing	15.00 per month
Education	2.00 per month
(College	1,000.00 per year)
Room	30.00 per month
Medical and Dental	8.00 per month
Miscellaneous (other things)	23.00 per month

DIRECTIONS: LOOK AT HO 53. LET'S FIGURE HOW MUCH IT WILL COST TO RAISE A CHILD FROM BIRTH TO AGE 18. YOU'LL BE SURPRISED!

Howard: Why did the farmer take hay to bed?
Everett: So he could feed his night-mare.

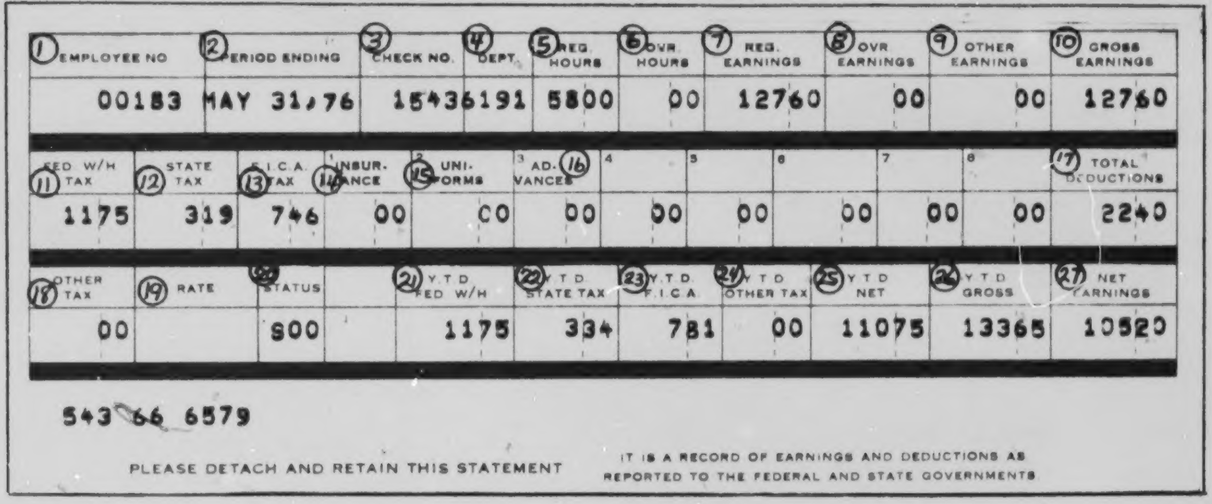
PACKET 10

ACTIVITY 3: UNDERSTANDING YOUR PAY CHECK

C.J. SAYS: ALL THAT MONEY! AND ALL I GET IS CHICKEN FEED!

You will need:
- HO 54 from the reserve supply

Think About It: This is the stub end of Grant's pay check for two week's work. What a lot of figures. Let's see what they mean.



① EMPLOYEE NO	② PERIOD ENDING	③ CHECK NO.	④ DEPT.	⑤ REG. HOURS	⑥ OVR HOURS	⑦ REG. EARNINGS	⑧ OVR EARNINGS	⑨ OTHER EARNINGS	⑩ GROSS EARNINGS
00183	MAY 31,76	15436	191	5800	00	12760	00	00	12760

⑪ FED W/H TAX	⑫ STATE TAX	⑬ F.I.C.A. TAX	1 ⑭ INSUR-ANCE	2 ⑮ UNI-FORMS	3 AD-VANCES ⑯	4	5	6	7	8	⑰ TOTAL DEDUCTIONS
1175	319	746	00	00	00	00	00	00	00	00	2240

⑱ OTHER TAX	⑲ RATE	⑳ STATUS		㉑ Y.T.D FED W/H	㉒ Y.T.D STATE TAX	㉓ Y.T.D F.I.C.A.	㉔ Y.T.D OTHER TAX	㉕ Y.T.D NET	㉖ Y.T.D GROSS	㉗ NET EARNINGS
00		800		1175	334	781	00	11075	13365	10520

543 66 6579

PLEASE DETACH AND RETAIN THIS STATEMENT

IT IS A RECORD OF EARNINGS AND DEDUCTIONS AS REPORTED TO THE FEDERAL AND STATE GOVERNMENTS

① Employee No.--number the company gives each worker,

② Period Ending--the working day on this check.

③ Check No.--Number the company looks up if there is a problem.

④ Dept.--Department or location which pays you.

⑤ Reg. Hours--The regular hours you worked (usually up to 40 hours a week).

⑥ Ovr. Hours--overtime hours (usually over 8 hours a day, or 40 hours a week.

⑦ Reg. Earnings--Hours multiplied by rate for each hour.

⑧ Ovr. Earnings--Overtime multiplied by rate for each overtime hour.

⑨ Other Earnings--money you made besides your regular job.

⑩ Gross Earnings--Total money you earned before any was taken out.

⑪ Fed. W/H Tax--Federal Withholding Tax. Tax you pay to the U.S. Government.

⑫ State Tax--Tax you pay to Illinois.

⑬ F.I.C.A. Tax--Federal Insurance Contributions Tax. Social Security collected at 65, or when handicapped.

⑭ Insurance--Health or life insurance payments the company pays for you.

⑮ Uniforms--You may have to buy a uniform for work.

⑯ Advances--Money paid to you that you have not earned yet.

⑰ Total Deductions--Taxes, social security, and everything paid.

⑱ Other Tax--any special tax.

⑲ Rate--Amount earned for each hour.

⑳ Status--What type of position you hold, such as manager, assistant, regular.

㉑ Y.T.D. Fed. W/H--Total federal taxes taken out since Jan. 1 that year.

㉒ Y.T.D. State Tax--Total state taxes taken out since Jan. 1 that year.

㉓ Y.T.D. F.I.C.A.--Total social security tax taken out since Jan. 1 that year.

㉔ Y.T.D. Other Tax--Total other taxes taken out since Jan. 1 that year.

㉕ Y.T.D. Net--Total amount you have received since Jan. 1 that year.

㉖ Y.T.D. Gross--Total amount you have earned since Jan. 1 that year.

㉗ Net Earnings--Amount of this check after everything is taken out.

ACTIVITY 4: BUDGETING MONEY MEANS HAVING MORE THINGS YOU WANT

CLYDE SAYS: MONEY, MONEY, MONEY.
THERE'S NEVER ENOUGH
TO EVEN CROW ABOUT
ANY MORE.

You will need:
- HO 55 from the reserve supply

Think About It: Earning money is difficult. Spending money is much easier. Sometimes the money we earn is gone in a day or two and we really do not know where it has gone.

There are 3 ways we spend money:
1. for essentials (needed things)
2. for non-essentials (for fun things)
3. for savings (put it where it will earn more)

Each time you earn some money you should try to use parts of it in each of the 3 ways.

Let's Think About Each Way Again:

1. Essentials--those things you cannot get along without (lunch money, clothes, repairs, medicine, school supplies).
2. Non-essentials--those things that you want that are fun (movies, eating out, magazines, records, gifts).
3. Savings--anywhere you put your money where it will stay the same or increase in value (banks, savings and loan, stamps, coins).

DIRECTIONS: YOU HAVE EARNED $40.00! WOW! THAT IS A LOT OF MONEY TO HAVE AT ONE TIME. DO SOME PLANNING AND BUDGET IT. BE SURE TO SPEND SOME IN EACH OF THE THREE WAYS--(1) essentials, (2) non-essentials, (3) savings.

Ed: What is the tallest building in any city?
Ted: The public library because it has the most stories.

ACTIVITY 5: DISCOVERING HOW I SPEND MY TIME

CLARABELLE SAYS: I'M VERY BUSY MAKING LISTS OF WHAT TO DO; THERE JUST ISN'T ANY TIME LEFT TO DO THE THINGS I'VE LISTED.

You will need:
- HO 56 from the reserve supply
- colored pencils or crayons (black, yellow, green, blue, purple, brown, white, red, and orange)

Think About It: No matter who you are, king, queen or beggar, everyone has the same amount of time--24 hours a day.

Some people seem to get a lot more done in their 24 hours than do others.

Why is that, do you suppose?

Have you ever looked at the clock, just sit around doing absolutely nothing and look at the clock to see that it is one hour later?

If you weren't relaxing or talking or doing anything, that hour was wasted. We waste a lot of time--at least we cannot say what happened during that time.

DIRECTIONS: LOOK AT THE TIME CHART ON HO 56. EACH DAY KEEP TRACK OF WHAT YOU DO. IT'S VERY INTERESTING TO SEE WHAT WE REALLY DO.

Liz: Why does the whistle whistle?
Ray: Because it can't sing.

ACTIVITY 6: PLANNING AHEAD

CHESTER SAYS: IT'S A FACT! YOU WON'T KNOW
WHERE THE TURN IN THE ROAD IS
IF YOU DON'T LOOK AHEAD.

You will need:
- HO 57 from the reserve supply

Think About It: Planning takes time, but it will pay off. You can get by without much planning but usually you will get more done if you think ahead.

For example:

If you want to go on a trip to Disney World in Florida, you must decide some things. You will need to plan:

1. How you will go.
2. How long you will be gone.
3. What way you will go.
4. How much it will cost.
5. What places you will visit.

Careful planning will help you:

1. Have a good trip.
2. Do more things in less time with less money.

Make a few plans. See if things don't work better when you plan.

DIRECTIONS: ON HO 57 THERE ARE SOME EXAMPLES OF PLANNING AND SOME WHERE PLANNING WAS NOT DONE. TRY YOUR LUCK! CAN YOU DECIDE WHICH IS WHICH?

Carrie: *What do you get when you cross a laughing hyena and a pussy cat?*
Andrew: *A giggle puss.*

PACKET 11

Getting Along

ACTIVITY 1: MAKING FRIENDS
ACTIVITY 2: MAKING THE BEST OF SCHOOL
ACTIVITY 3: GETTING ALONG WITH PARENTS
ACTIVITY 4: RESPECTING THE BOSS AND PEOPLE IN AUTHORITY
ACTIVITY 5: WORKING PARTNERS NEED RESPECT TOO
ACTIVITY 6: BEING HAPPY I AM ME

ACTIVITY 1: MAKING FRIENDS

CLAYPOOL SAYS: MAKING FRIENDS? NO PROBLEM. EVERYONE KNOWS THAT BIRDS OF A FEATHER FLOCK TOGETHER!

You will need:
- HO 58 from the reserve supply

Think About It: There are times when you need to make new friends. For some people making friends is very easy; for others it is very hard.

Remember these things:

1. You must want to be with other people
2. Act pleasant and happy.
3. Talk about things in which the other person is interested.
4. Be helpful.
5. Always try to say kind things.

Be a friend and you will have many!

DIRECTIONS: ON HO 58 FILL THE BLANKS WITH THE WORDS WHICH MAKE STATEMENTS ABOUT WAYS TO MAKE FRIENDS. THERE MAY BE SOME IDEAS YOU HADN'T THOUGHT OF BEFORE. READY? GO!

Al: My wife is leaving for the West Indies today.
Sal: Jamaica?
Al: No, it was strictly her own idea.

ACTIVITY 2: MAKING THE BEST OF SCHOOL

CHUCKER SAYS: EVERYONE AT BIG BIRD TRAINING SCHOOL PECKS ON ME.

CLUCKER SAYS: WELL, DON'T BE SUCH A TURKEY!

You will need:
- HO 59 from the reserve supply

Think About It: Sometimes you may feel you just cannot go to school another minute. You think no one likes what you do--your friends or your teachers. You may feel very trapped in school.

Other times things go along fairly well. Teachers do not complain. Other students do not bother you. What makes the difference? It is hard to say.

Sometimes it may not be school at all.

- Maybe you had an argument at home.
- Maybe you didn't get enough sleep.
- Maybe you don't feel well.
- Maybe a friend has hurt your feelings.
- Maybe you are in trouble.

Think about it. What are your feelings about school anyway? Just what is it that bothers you about school?

DIRECTIONS: LOOK AT HO 59. SEE JUST WHAT PART OF SCHOOL REALLY TROUBLES YOU. DECIDE WHICH THREE THINGS YOU MIGHT BE ABLE TO IMPROVE.

Pete: Gee, you smell good.
What have you got on?
Tom: Clean socks.

ACTIVITY 3: GETTING ALONG WITH PARENTS

CLEMENT SAYS: THOSE TEENAGERS! I CAN'T SEE WHAT THEY HAVE SO MUCH TO CROW ABOUT! I HAVE MY PROBLEMS TOO!

You will need:
- HO 60 from the reserve supply

Think About It: When you were a small child you did not always make good choices. But now that you are growing up, you are learning to make better choices every day.

For some reason, it is hard for many parents to see that their children are becoming adults. They often still think of their teenagers as people who cannot make wise choices.

Often parents do not understand teenagers; often teenagers do not understand their parents. Trouble comes.

Teenagers do not like to be treated like children. Parents do not like to be treated as if they do not know anything.

Try to remember these differences between teenagers and parents:

- they have different responsibilities
- they have different worries
- they have different things that are important to them
- they have different ways to communicate

You cannot change your parents. You can only try to show them you are really growing up.

Kim: Why are elephants so wrinkled?
Jim: Did you ever try to iron one?

ACTIVITY 4: RESPECTING THE BOSS AND PEOPLE IN AUTHORITY

CORRINA SAYS: MY BOSS IS SOMETHING ELSE!
HE EXPECTS ME TO WORK!

You will need:
- HO 61 from the reserve supply

Think About It: Sometimes bosses are scarey people. They decide whether you are a good worker or not. They can even fire you.

But they are real people and they have feelings. They want their businesses to do well. You are hired to help them run a good business.

The best way to get along with bosses is to treat them like real people. Be very honest with them. But be sure you let them make all the important decisions.

Which of the following are good things to do?
The boss is in a hurry and has a number of things Laura should do while he is gone. (Do not write on this page).

1. Try to remember everything he tells her.
2. Ask him to go slowly and let her write down the tasks.
3. Tell him he shouldn't wait to the last minute to give her instructions.
4. Tell him to call her when he has more time and give her the list.

DIRECTIONS: ON HO 61 ARE SITUATIONS SIMILAR TO THE ONE ABOVE. DECIDE WHICH THINGS ARE GOOD THINGS TO DO AND WHICH THINGS ARE WAYS WORKERS SHOULD NOT BEHAVE.

Robert: What is smaller than an ant?
Kathy: Whatever goes in it s mouth.

ACTIVITY 5: WORKING PARTNERS NEED RESPECT TOO

CLANCY SAYS: ME? WORK? I HAVE TO FINISH MY MAGAZINE BEFORE QUITTING TIME.

You will need:
- HO 62 from the reserve supply

Think About It: Some people do more than their share of the work. Others do very little except collect their pay. You must try to understand people you work with, even those who are hard to understand.

Let people help you and you help them in return. This kind of worker is the one who gets better jobs and larger raises. It is worth learning.

Be very careful how you treat other workers. They have feelings too. Help them more than they expect to be helped.

DIRECTIONS: A PUZZLE FOR YOU TO COMPLETE IS ON HO 62. ALL THE ITEMS IN THE PUZZLE HAVE TO DO WITH GETTING ALONG WITH CO-WORKERS. LIKING OTHERS AND BEING LIKED BY THEM IS THE BIG PART OF BEING A GOOD WORKER.

Sandy: Why does the light turn red?
Lisa: If you changed in the middle of a busy street wouldn't you turn red too?

ACTIVITY 6: BEING HAPPY I AM ME

CHUNKY SAYS: IF YOU ASK ME, I THINK I CAN CROW PRETTY WELL. YOU DIDN'T ASK?

You will need:
- HO 63 from the reserve supply

Think About It: There are so many good things about every person. You have so many good things about you.

Sometimes we get to thinking we are not much good. That just isn't so. You'll be surprised when you start thinking.

DIRECTIONS: THERE IS ROOM ON HO 63 FOR JUST 15 OF YOUR GOOD QUALITIES. THERE WILL BE MORE THAN THAT SO PUT YOUR BEST QUALITIES DOWN. READY? GO!

Nurse: Doctor, there's an invisible man in the waiting room.
Doctor: Tell him I can't see him.

SECTION III - CAREER CHOICES

PACKET 12

The World of Work

ACTIVITY 1: TAKING AN OVERVIEW OF CAREER CHOICES

ACTIVITY 2: JOBS REQUIRING SKILLS IN MATH, MUSIC AND ART, SOCIAL STUDIES

ACTIVITY 3: JOBS NEEDING SKILLS IN HEALTH AND PHYSICAL EDUCATION, SCIENCE, AND LANGUAGE ARTS

ACTIVITY 4: THINKING ABOUT JOB POSSIBILITIES FOR HIGH SCHOOL TEENAGERS

ACTIVITY 5: SELECTING HIGH SCHOOL COURSES TO PREPARE FOR SPECIFIC JOBS

ACTIVITY 1: TAKING AN OVERVIEW OF CAREER CHOICES

PRISCILLA SAYS: IF IT WERE NOT FOR ALL THOSE CHOICES, I COULD MAKE UP MY MIND FAST!

You will need:
- HO 64 from the reserve supply
- narrative, "Taking an Overview of Career Choices," from Packet 12
- cassette tape from Packet 12
- tape player

Think About It: Deciding on a job you would like, has to start somewhere. There are hundreds of different kinds of work. Just where should you start to decide on one?

1. You might get the Dictionary of Occupational Titles and start down the list. That would take forever and would do very little good.

2. You might go through the Occupational Outlook Handbook. That's a better idea but still it would be too much reading.

3. You could begin with all the jobs in the world and start eliminating some large groups. You might be able to throw out a large number of uninteresting ones in a short time. Want to see how that works? Let's go!

DIRECTIONS: GET HO 64, THE NARRATIVE FROM PACKET 12, THE CASSETTE FROM PACKET 12 AND A TAPE PLAYER AND YOU ARE READY! LISTEN TO THE FIRST PART OF THE TAPE AND THEN MARK THE SHEET WHEN THE TAPE TELLS YOU TO DO SO.

Patricia: *Ten cats were in a boat--1 jumped out. How many were left?*
Kathleen: *None. They were copy-cats!*

PACKET 12

TAKING AN OVERVIEW OF CAREER CHOICES

DIRECTIONS: USE HO 64 TO MARK YOUR ANSWERS. PLEASE DO NOT WRITE ON THESE SHEETS.

Did you know that chances are you will live fifty or sixty years after you finish school? That is a long time, isn't it? Have you decided about all the things you will be doing those years? Where will you live? What job will you have? What will you be doing to keep society going? No one knows. Any answers will be only guesses. It is interesting to wonder about them though. Some of you may live in California, Hawaii, or Alaska. Others may still live on the same street you do right now. Some of you may be in high paying jobs while others will live comfortably even though there isn't enough money for extras. Still others may not have enough skills to even find a job.

During these fifty to sixty years, you will probably work twenty-five to forty years and you will go to work maybe five days a week. About forty hours a week, that is 2,000 hours a year, you will be making a product or providing a service for others. You will be giving your time and will receive, in return, money to use as you will.

Judy: What's red, white and yellow all over?
Jill: A star-spangled banana.

Those working hours may be enjoyable and a very pleasant part of your life. You may be doing something you really enjoy. If you are, you will feel proud of what you are doing. You may be making quite a lot of money. A combination of all three of these is how people hope they will spend their working lives. That is:

(1) They will enjoy what they do,

(2) They will be proud of the product they are producing or the service they are providing,

(3) They will make enough money to live comfortably.

There are other possibilities, however. You may be one who goes to work and hates every minute of it. You may feel very discouraged and dissatisfied with the product or service you give. You may be working the same amount of time as others but still cannot live even comfortably.

People in our society put much stress on the jobs we do. Life centers around work. All other activities stop, or must wait, so that work schedules can be met. And other people make decisions about us by the jobs we have. They pretty well know:

- about how much money we make
- how far we went in school
- where we live
- what kind of friends we have
- what we do in our leisure time
- what organizations we belong to

Lou: What did the pig say when his side hurt?
Joy: Oh, my achin' bacon!

If work is such a big and important part of each person's life, then it is important to start planning early for a successful working life.

It makes sense that people should get the best job that they are qualified for as early in their lives as they can so that they can reap the benefits for as long as they can. Everyone has the same 24 hours in a day. Each person needs to use that time to the best advantage so that happiness and a feeling of accomplishment are there. It takes about a half-million dollars to get a family through a lifetime figuring $12,000 a year for forty years. This amount pays for the necessities of life such as food, clothing, housing, transportation, outside services, taxes, medical services and education.

It is not too early for you to begin thinking about that future out ahead. To get where you want to go takes planning. A job which you plan for will very likely be more satisfying for you than just any job that happens to come your way. It will seem to you that your job is more worthwhile if you enjoy your work even though the pay may not be as much as you might earn somewhere else. It really is possible to find a job which is both enjoyable and which pays adequately, but it usually takes planning.

Gary: What's the best way to get down from an elephant?
Jake: You can't get down from elephants. Down comes from a goose.

Probably the best way to start planning is to determine what area you really enjoy; that is, decide on a very broad category of jobs. Let's take all the jobs in the world and put them all together in one big group. Then we will sort them out into five different and very broad groups. We might use these five groups:

- Applied Biological and Agricultural Occupations
- Business, Marketing and Management Occupations
- Health Occupations
- Industrial Oriented Occupations and,
- Personal and Public Service Occupations

Now let's talk about each group separately. Listen for examples which will describe the jobs in each area.

Applied Biological and Agricultural Occupations

These are jobs where people work with plants and animals. Such jobs would include: foresters, farmers, florists, pet shop workers, golf course workers, landscapers, forest rangers, surveyors, seed growers, veterinarians, and anyone who has a job connected with aniamls, plants, what animals and plants produce, or what they need.

Business Marketing and Management Occupations

Such jobs are those which send out products and services to users and then are responsible for recording the transactions and

Helen: What is gray, has a thin tail, four legs, two ears and a trunk?
Ricky: A mouse going on a long trip.

collecting for these products and services. Such jobs are business managers, secretaries, bookkeepers, cashiers, stock clerks, buyers, computer programmers, stock brokers, sales persons, and many others. If there is an exchange of products for money, or products for products, a business occupation is needed to take care of the transaction.

Health Occupations

Jobs which help people get well or stay well are health occupations. These include: doctors, dentists, dieticians, x-ray technicians, nurses, mental health workers, pharmacists, aides, paramedics, and other occupations which make people feel better or prevent illness.

Industrial Oriented Occupations

These jobs include a wide range of trade and industrial occupations. These workers design, produce, process, assemble, test, maintain, service or repair any product. Jobs include: telephone operators, welders, mechanics, jewelers, locksmiths, carpenters, electricians, T.V. technicians, foundry workers, printing and publishing operations, and similar positions.

Eloise: What did the record player say to the record?
Edward: Hey baby, let's take a spin.

Personal and Public Service Occupations

These workers help people with their personal needs as well as to provide services for their homes and their possessions. These jobs include: barbers, taxi drivers, roofers, furniture upholsterers, food workers, postal workers, child care attendants, flight attendants, social workers, politicians, and numerous other workers whose jobs are to help others.

One reason to group jobs in this way is to help you determine one broad area that is interesting to you. Once you decide which area is most interesting, you can eliminate, for the moment, the other four broad categories. For example, if you find you would really like to help people get well, or help others to stay well, that puts your interests in the health occupations area. You can then test your interest by asking yourself, "Would I like to be in the health field better than in agriculture, business, industry, or personal and public service?" Be sure to remember that even though you are interested in one group now, that interest may change later on. It may very well be that health occupations sound good to you now but six months from now you will lean toward personal and public service or one of the other areas.

Steve: *When should you fry things?*
Sarah: *On Friday.*

Here is an activity which may help you discover in which of the five broad areas your interests lie. You may already know. Do the activity anyway to see if the results come out the way you think they will.

You will need Handout 64 from the reserve supply. A number of job descriptions have been given. Think about each one.

Rate each item in the following way: If you think you would be very unhappy or even miserable doing the job named, write "0" on the line. If you do not feel strongly either "for" or "against" the job, write "1." If you think you would probably really like that job, write "2."

Let me say that again:

write "0," if you are not the least bit interested
write "1," if that job is a possibility
write "2," if the job sounds very interesting to you

Let's begin. Stop the recorder whenever you need more time to think.

Donald: If an athlete gets athlete's foot, what does an astronaut get?
Dorothy: Missile toe!

Rate the jobs below.

0 = just could not do that
1 = it would be o.k.
2 = sounds good to me

Applied Biological and Agricultural Occupations

a. Helping animals stay well or get well
b. Planting crops
c. Testing soil
d. Observing trees
e. Conserving natural resources
f. Riding on farm machinery
g. Testing with chemicals
h. Delivering farm products

Business, Marketing and Management Occupations

a. Typing letters and invoices
b. Buying and selling products
c. Managing a business
d. Operating a key punch machine
e. Keeping records of business matters
f. Writing or selling advertisements
g. Selling real estate or insurance
h. Keeping knowledgeable about the economy

Health Occupations

a. Assisting with or fixing people's teeth
b. Helping people stay well or get well
c. Preparing deceased persons for burial
d. Being a recreation leader
e. Making the environment cleaner
f. Helping people see or hear better
g. Learning about foods which are nutritious
h. Testing and planning for healthy people in the future

Meg: Why does a spider spin a web?
Peg: Because it can't knit.

Industrial Oriented Occupations

a. Putting together large objects
b. Repairing objects and machines
c. Drawing and painting pictures
d. Building small objects
e. Thinking up designs and drawing plans for those designs
f. Operating heavy equipment
g. Constructing buildings, bridges, or equipment
h. Planning for bigger and better equipment in the future

Personal and Public Service Occupations

a. Preparing and serving food products
b. Designing and making clothing
c. Teaching others
d. Protecting the safety of others
e. Providing people with entertainment
f. Providing transportation
g. Helping people do that which they cannot do themselves
h. Assisting people to live together comfortably and peacefully

Now add up the numbers in each group to see what your scores are. Mark the totals on the line on the right-hand side of the page. Compare totals for: Agriculture, Business, Health, Industry, Personal and Public Service.

Circle the section which received the most points. Which group received the next largest number of points? Which received the least number of points?

Would you say that the group receiving the most points is really the area in which you are most interested? Think of three job possibilities which interest you now. Start thinking about others. The future is just ahead. Start planning for your future now. Good luck!

Fred: What gets you into a haunted house?
Jean: A skeleton key.

ACTIVITY 2: JOBS REQUIRING SKILLS IN MATH, MUSIC AND ART, SOCIAL STUDIES

PRISCILLA SAYS: ONE ICE CREAM CONE AT 50¢ ON A HOT DAY = ONE BIG MESS!

You will need:
- HO 65 from the reserve supply

Think About It: Can you think of some jobs where you do not need any of the skills you are learning at school?

It seems there might be quite a few. But try to name some. It would be very difficult.

Just about every job you might name needs math or reading. Others need art or musical ability. Still others require the worker to know where cities are or where a certain product is grown.

DIRECTIONS: ON HO 65 THERE ARE THREE PUZZLES. FILL IN THE BLANKS WITH THE OCCUPATION NAMES. THINK HOW EACH JOB NEEDS THAT SKILL.

Rosie: How did the magician turn the pumpkin into a vegetable?
Francis: He threw it up in the air and it came down squash.

ACTIVITY 3: JOBS NEEDING SKILLS IN HEALTH AND PHYSICAL EDUCATION, SCIENCE, AND LANGUAGE ARTS

PRISCILLA SAYS: WONDER IF THERE IS A P.E. JOB WHERE I COULD JUMP ROPE ALL DAY LONG?

You will need:
- HO 66 from the reserve supply

Think About It: You should choose a job where you can use the best skills you have. Think about your classes at school. Do you do your best work in health and physical education, in science, in language arts?

It would not be a good idea to get a job which requires a lot of physical strength if you do not have the strength to do a good job. You will wear yourself out and be miserable if the job requires your body to do more than it is able. It is the same with other skills and abilities.

DIRECTIONS: LOOK AT HO 66. ARE THERE JOBS LISTED THERE THAT INTEREST YOU? AS YOU DO THE THREE PUZZLES, THINK ABOUT THE SKILLS NEEDED FOR DOING THE JOB. DO YOU HAVE THOSE SKILLS? WHERE COULD YOU GET THE SKILLS IF YOU DO NOT HAVE THEM NOW?

Ken: *Why should the soldiers be tired on the 1st of April?*
Ben: *Because they just had a March of 31 days.*

ACTIVITY 4: THINKING ABOUT JOB POSSIBILITIES FOR HIGH SCHOOL TEENAGERS

PRISCILLA SAYS: A JOB PLANTING CORN?
I MIGHT GET MY PIG
FEET DIRTY!

You will need:
- HO 67 from the reserve supply

Think About It: At first it may seem that there just are not very many jobs in your area for teenagers. Of course, teenagers cannot work at all jobs. Some jobs are not safe and some jobs require experience.

But there are a number of jobs that hire teenage workers if the person is willing to learn and is responsible.

DIRECTIONS: ON HO 67, A JOB IS LISTED IN THE FIRST COLUMN. YOU ARE TO NAME TWO BUSINESSES OR PEOPLE TO GO TO TO FIND THAT KIND OF JOB.

Millie: Why did the man take a ladder to the party?
Evelyn: Because he heard the drinks were on the house.

ACTIVITY 5: SELECTING HIGH SCHOOL COURSES TO PREPARE FOR SPECIFIC JOBS

PRISCILLA SAYS: COURSES IN HOME ECONOMICS
TEACH A PIG GOOD MANNERS
WHILE EATING SLOP!

You will need:
- HO 68 from the reservc supply

Think About It: Do you have any ideas now as to what job you want when you get out of school? Are there any special skills you will need that you do not have now?

There are some ways to get ahead of all the rest; that is, by planning. But you may ask, "How can I get ready before I get the job?"

There may be classes you could take which would help you learn many of the details before you go to work.

If you want to:	You might take in high school:
-work in a hospital	-Introduction to Health Occupations
-work in a bank	-Introduction to Business
-work on cars	-Automotive Repair

DIRECTIONS: USING HO 68, MATCH THE OCCUPATION WITH A CLASS YOU MIGHT TAKE TO LEARN SKILLS NEEDED FOR THAT JOB.

Harry: *What happened to the fish that was late for work?*
Betty: *He got canned.*

PACKET 13

Career Clusters

ACTIVITY 1: SCANNING BIOLOGICAL AND AGRICULTURAL OCCUPATIONS

ACTIVITY 2: TAKING A LOOK AT CAREERS IN BUSINESS, MARKETING AND MANAGEMENT

ACTIVITY 3: LOOKING AT HEALTH OCCUPATIONS

ACTIVITY 4: THINKING ABOUT INDUSTRIAL ORIENTED OCCUPATIONS

ACTIVITY 5: COMPARING PERSONAL AND PUBLIC SERVICE OCCUPATIONS

ACTIVITY 6: MATCHING OCCUPATIONS WITH THE FIVE CLUSTER AREAS

Activity 1: Scanning Biological and Agricultural Occupations

PRISCILLA SAYS: BUT I THOUGHT ALL WORKERS IN AGRICULTURAL JOBS WERE PIG FARMERS!

You will need:
- HO 69 from the reserve supply

Think About It: One of the broad areas you may find interesting is Biological and Agricultural Occupations.

These are jobs working with plants and animals, their supplies or products.

If you enjoy house plants, if you have a pet, if you like working outside, if you enjoy seeing things grow, then maybe a Biological and Agricultural Occupation would be for you.

DIRECTIONS: ON HO 69 YOU WILL SEE MANY OCCUPATIONS LISTED. ALL BUT THREE OF THESE JOBS ARE BIOLOGICAL AND AGRICULTURAL OCCUPATIONS. CAN YOU FIND THE THREE THAT ARE NOT? LET'S DO A FEW HERE FIRST SO YOU WILL KNOW WHAT TO LOOK FOR ON HO 69.

WHICH ONE OF THESE JOBS WOULD NOT BE A JOB WORKING WITH PLANTS, ANIMALS, THEIR PRODUCTS OR THEIR SUPPLIES.

1. Ag Mechanic
2. Livestock Buyer
3. Forester
4. Florist
5. Landscaper
6. Dental Assistant

IF YOU SAID, "6," DENTAL ASSISTANT, YOU WERE CORRECT. A DENTAL ASSISTANT IS A HEALTH OCCUPATION. NOW TRY HO 69.

Mom: Can I cook breakfast in my pajamas?
Dad: Yes, but a frying pan is less messy.

ACTIVITY 2: TAKING A LOOK AT CAREERS IN BUSINESS, MARKETING AND MANAGEMENT

PRISCILLA SAYS: MONEY, MONEY MONEY!
I'M A HOG ABOUT SAVING
MONEY!

You will need:
- HO 70 from the reserve supply

Think About It: When products or services are sent out, records have to be kept, bills have to be sent, and money is exchanged.

People are hired for the purpose of managing and marketing products. Some businesses even hire people to see that the business is handled in the most effective way. Occupations which deal with this part are called, "Business, Marketing and Management Occupations."

Some occupations are:

Insurance sales person--provides protection in exchange for money.
Key punch operator--records information for computers.
Secretary--takes care of records and correspondence.
Clerk--gives a product in exchange for money.
Accountant--keeps record of money taken in and spent and prepares a financial report.

DIRECTIONS: ON HO 70, YOU WILL FIND TWENTY BUSINESS, MARKETING AND MANAGEMENT OCCUPATIONS AND TWENTY JOB DESCRIPTIONS. MATCH THE DESCRIPTION TO THE JOB.

Constance: What do you call a girl who has three boy friends named William?
Mildred: A Bill collector.

ACTIVITY 3: LOOKING AT HEALTH OCCUPATIONS

PRISCILLA SAYS: DR. PORKER SPEAKING. DO YOU HAVE A PIG THERE WHO HAS HOOF AND MOUTH DISEASE?

You will need:
- HO 71 from the reserve supply

Think About It: Jobs for helping people get well or stay well are "Health Occupations."

There are a large number of different health occupations. Some jobs require many years of additional training; other jobs require only on-the-job training or short periods of specialized training.

If you are interested in helping people get well or in helping them stay well, there are many jobs from which to choose.

DIRECTIONS: ON HO 71, JUST A FEW OF THE MANY HEALTH OCCUPATIONS HAVE BEEN HIDDEN IN THE PUZZLE. SEE IF YOU CAN FIND ALL 28.

Tom: *What are two things people never eat for breakfast?*
Jim: *Lunch and dinner.*

ACTIVITY 4: THINKING ABOUT INDUSTRIAL ORIENTED OCCUPATIONS

PRISCILLA SAYS: I THINK IT'S INSULTING WHEN THEY TALK ABOUT "PIG IRON."

You will need:
- HO 72 from the reserve supply

Think About It: Everyone knows how important repair people are. If we had to repair everything that goes wrong, we would be without the use of many of our products much of the time.

Repair people are only one group of industrial workers. Others design, produce, process, assemble, test, maintain, and service products.

Most of these workers specialize, that is, train to work on one product.

DIRECTIONS: ON HO 72, YOU WILL FIND 36 INDUSTRIAL ORIENTED OCCUPATIONS. BELOW THE OCCUPATIONS ARE JOB DESCRIPTIONS. FIND THE JOB WHICH MATCHES THE DESCRIPTION.

inspector   trucker   house builder

____________ 1. A __?__ drives a vehicle to transport materials, merchandise, equipment, or people.

____________ 2. A __?__ constructs or repairs structures according to blue prints, rough sketches, or verbal orders.

____________ 3. An __?__ keeps checking the quality of the product being made.

Charles: *Where did Washington stand when he became the first President?*
Cathryn: *On his feet.*

ACTIVITY 5: COMPARING PERSONAL AND PUBLIC SERVICE OCCUPATIONS

PRISCILLA SAYS: THE PORKER FAMILY MOTTO IS: SERVE OTHERS; DON'T BE PIGGY!

You will need:
- HO 73 from the reserve supply

Think About It: Some people work with plants and animals.
Some people take care of business transactions.
Some people make people well or help keep them healthy.
Some people make products or repair them.
But there is still one other group of workers. Can you think what that group might do?

This group helps people with their personal needs or provides services to their homes or possessions.

Example:

- barbers cut your hair the way you want it.
- taxi drivers take you where you want to go.
- roofers fix your roof the way you want it fixed.
- social workers help others live more comfortably.
- flight attendants keep people comfortable on a plane trip.

DIRECTIONS: ON HO 73 PUT THE PERSONAL AND PUBLIC SERVICE OCCUPATIONS IN ALPHABETICAL ORDER (A FEW ARE ALREADY IN THEIR RIGHT PLACES). THEN MATCH THE JOB DESCRIPTION WITH THE JOBS.

John: What can I give my hens so they will lay eggs faster?
Roger: Shell oil!

ACTIVITY 6: MATCHING OCCUPATIONS WITH THE FIVE CLUSTER AREAS

PRISCILLA SAYS: GOOD GARBAGE! SORTING OUT JOBS IS ONE BIG MESS!

You will need:
- a classmate who has not done this activity
- HO 74 for each of you from the reserve supply

Think About It: Often jobs are grouped together in job family groups. In Illinois, they are called the "Five Cluster Areas." The names of these clusters (families) are:

- Applied Biological and Agricultural Occupations (jobs where people work with plants and animals, their products and supplies)
- Business, Marketing and Management Occupations (jobs which send out products and services and record these transactions)
- Health Occupations (jobs which keep people well or help people get well)
- Industrial Oriented Occupations (jobs which design, produce, process, assemble, test, maintain, service or repair any product)
- Personal and Public Service Occupations (jobs which help people with their personal needs and provide services for their homes and possessions)

DIRECTIONS: WITH YOUR CLASSMATE, LOOK AT THE OCCUPATIONS ON HO 74. TOGETHER DECIDE TO WHICH OCCUPATIONAL CLUSTER (FAMILY) EACH JOB BELONGS. PLACE THE NAMES OF FIVE JOBS IN EACH CLUSTER BOX.

Elaine: *Mr. Jones, the butcher, is 6 ft. tall, wears a 46 inch belt and size 11 shoes. What does he weigh?*
Keith: *Meat.*

PACKET 14

Career Information

ACTIVITY 1: LOCATING SOURCES OF CAREER INFORMATION

ACTIVITY 2: WRITING A LETTER ASKING FOR CAREER INFORMATION

ACTIVITY 3: RESEARCHING AN INTERESTING CAREER

ACTIVITY 4: INTERVIEWING A WORKER WHO HAS AN INTERESTING JOB

ACTIVITY 5: INTERVIEWING A COOPERATIVE EDUCATION STUDENT NOW OUT OF SCHOOL

ACTIVITY 6: USING THE DEPARTMENT OF LABOR PAMPHLET

ACTIVITY 1: LOCATING SOURCES OF CAREER INFORMATION

PRISCILLA SAYS: INFORMATION NEEDED ON CAREERS FOR CLEAN, AMBITIOUS, GOOD LOOKING, INTELLIGENT PIG!

You will need:
- HO 75 from the reserve supply

Think About It: It is very easy to think only about the jobs you see every day; however, it may be that you are best qualified for a job you have never even heard about. How, then, can you learn about all jobs? Where can you go to find out about a job that really interests you?

While you are in school, probably the best place to get career information would be at the career center or your school library. Knowing exactly where to go once you get there may also be a problem. Each library or career center is organized in a different way. It takes some exploring to find out where the most helpful information can be found.

Let's help you get acquainted with some sources. Then you can find out more about a job that interests you.

DIRECTIONS: ON HO 75, YOU WILL NEED TO FIND SEVERAL DIFFERENT ITEMS OF INFORMATION. YOU WILL BE TALKING TO DIFFERENT PEOPLE AND GOING TO DIFFERENT PLACES TO FIND THE ANSWERS. READY FOR A MINI FIELD TRIP? LET'S GO!

Molly: What does a doctor prescribe for a wrecked car?
Mack: A crash diet.

ACTIVITY 2: WRITING A LETTER ASKING FOR CAREER INFORMATION

PRISCILLA SAYS: DEAR MS. BACON: PLEASE SEND ME INFORMATION ABOUT JOBS IN TAIL CURLING.

You will need:
- HO 76 from the reserve supply
- Career Information Addresses from Packet 14
- a clean sheet of paper
- a 13¢ stamp

Think About It: It is interesting and fun to write to companies and organizations to ask them for career information. Many large companies have a department for sending out such information. It is good advertisement for them because you learn about their services or their products. And it just may be that you will be a worker for them one day.

This activity is a real one. You will write to a company or organization and ask for information about a job area.

DIRECTIONS: ON HO 76, YOU WILL FIND AN EXAMPLE OF A LETTER ASKING FOR CAREER INFORMATION. USE THE HO AS A PRACTICE SHEET. THEN WRITE YOUR OWN LETTER AND MAIL IT. IN A FEW DAYS YOU WILL RECEIVE SOME INFORMATION ON CAREERS WHICH YOU WILL WANT TO SHARE WITH YOUR CLASSMATES.

Richard: *What is the worst kind of range to cook on?*
Margery: *A mountain range.*

PACKET 14

CAREER INFORMATION ADDRESSES

BARBERING
National Career Center
3839 White Plains Road
Bronx, New York 10467

BEAUTICIAN
National Career Center
3839 White Plains Road
Bronx, New York 10467

INDUSTRIAL ARTS
American Industrial Arts Assoc.
1201 16th Street, N.W.
Washington, D.C. 20036

FARMING
U.S. Dept. of Agriculture
Washington, D.C. 20250

LAWYERS (40¢)
American Bar Association
1155 East 60th Street
Chicago, IL 60637

TEACHERS
American Federation of Teachers
11 Dupont Circle, N.W.
Washington, D.C. 20036

BUILDERS
Associated Builders and Contractors, Inc.
P.O. Box 8733
Baltimore-Washington International Airport, MD 21240

ROAD CONSTRUCTION
American Road Builders' Assoc.
ARBA Building
525 School Street, S.W.
Washington, D.C. 20024

CARPENTRY
United Brotherhood of Carpenters and Joiners of America
Apprenticeship and Training Dept.
101 Constitution Ave., N.W.
Washington, D.C. 20001

SECRETARY ($3.00 for kit)
The National Secretaries Assoc.
2440 Pershing Road
Suite 610--Crown Center
Kansas City, Missouri 64108

ARMED FORCES
Naval Architects and Marine Engineers
74 Trinity Place
New York, N.Y. 10006

NEWSPAPER WORK
American Newspaper Publishers Association Foundation
P.O. Box 17407
Dulles International Airport
Washington, D.C. 20041

TRUCKING
American Trucking Associations, Inc.
1616 P Street, N.W.
Washington, D.C. 20036

PHYSICAL EDUCATION AND COACHING
American Association of Health, Physical Education and Recreation
1201 Sixteenth Street, N.W.
Washington, D.C. 20016

NATIONAL PARK SERVICE
U. S. Dept. of the Interior
National Park Service
Washington, D.C. 20240

AIR TRANSPORTATION
United Air Lines
P.O. Box 8800
Chicago, IL 60666

AUTOMOTIVE MECHANICS (BODY AND FENDER REPAIR)
U.S. Trade Schools
500 East Eleventh Street
Kansas City, Missouri 64106

DIESEL TECHNOLOGY
National Council of Technical Schools
1507 M Street, N.W.
Washington, D.C. 20005

ADVERTISING
Career Information Service
New York Life Insurance Company
Box 51, Madison Square Station
New York, New York 10010

MUSIC
Music Educators National Conference
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

ACTIVITY 3: RESEARCHING AN INTERESTING CAREER

PRISCILLA SAYS: PIG PEN MANAGEMENT SOUNDS LIKE A FUN JOB TO ME!

You will need:
- HO 77 from the reserve supply

Think About It: Now is the time to start finding out about a career in which you are interested. You probably have some career in mind which sounds like one you might like to have some day.

You can always change your mind about the job you hope to have.

Right now there are a number of things you can find out about the job you have in mind:

1. What does a worker really do on this job?
2. How much does the job pay?
3. Are there enough jobs for all the people who want this kind of work?
4. What special training, if any, is required?
5. Will they still need these workers 20 years from now?

DIRECTIONS: YOU WILL BE GOING ON A MINI FIELD TRIP TO THE LIBRARY. OR, IF YOU HAVE AN OCCUPATIONAL OUTLOOK HANDBOOK IN YOUR ROOM, THAT IS A GOOD SOURCE. YOUR TEACHER OR LIBRARIAN WILL BE ABLE TO HELP YOU LOCATE FILMSTRIPS AND OTHER MATERIALS TO ASSIST YOU.

Ted: Which three letters of the alphabet do all the work?
May: N-R-G (energy)

ACTIVITY 4: INTERVIEWING A WORKER WHO HAS AN INTERESTING JOB

PRISCILLA SAYS: LET ME ASK YOU--DO YOU ENJOY WORKING IN THE MUD?

You will need:
- HO 78 from the reserve supply

Think About It: One very good place to find out about a job is to talk to someone who works, or who has worked, on that job.

The job may really seem to be a great one. But the worker may feel very differently about it. And two workers may not agree as to the advantages and disadvantages even though they work side by side and do the same job.

It would be interesting to listen to each worker's reasons and then decide for yourself whether a certain job is what you would or would not like.

DIRECTIONS: ON HO 78, YOU WILL FIND SOME QUESTIONS TO ASK A WORKER ABOUT THE JOB HE OR SHE DOES. TAKE THE SHEET WITH YOU AND HAVE THE WORKER HELP YOU FILL IN THE INFORMATION.

Shirley: *What leafy green vegetable is bad for you?*
Sylvia: *Tobacco.*

ACTIVITY 5: INTERVIEWING A COOPERATIVE EDUCATION STUDENT NOW OUT OF SCHOOL

PRISCILLA SAYS: AS A GRADUATE OF SQUEALING HIGH, JUST WHAT DO YOU SAY I SHOULD BE LEARNING?

You will need:
- HO 79 from the reserve supply

Think About It: Students who are out working now will be able to tell you what it is like working. They will be able to tell you how they feel about work and how they feel about school. These people may have altogether different feelings now about school and work than when they were in school.

DIRECTIONS: ASK YOUR TEACHER FOR THE NAME OF A STUDENT WHO IS NOW OUT OF SCHOOL. ARRANGE TO TALK TO THE PERSON. ASK HIM OR HER FOR THE INFORMATION NEEDED ON HO 79. YOUR TEACHER MAY WANT YOU TO REPORT BACK TO THE CLASS.

Carol: When Columbus discovered America, what did he see on his right hand?
James: Four fingers and a thumb.

ACTIVITY 6: USING THE DEPARTMENT OF LABOR PAMPHLET

PRISCILLA SAYS: A GOOD JOB SHOULD BE FUN
AND WHERE YOU BRING HOME
THE BACON, TOO!

You will need:
- HO 80 from the reserve supply
- U.S. Department of Labor Pamphlet in Packet 14

Think About It: One very good source for finding information about careers is the U.S. Department of Labor. One publication is a pamphlet called,
"Jobs for Which a High School Education is Preferred but Not Essential."

In it are some interesting facts about jobs. You will probably be surprised to see how many jobs need training of some kind. It may be either
- an apprentice program, or
- on-the-job training.

In the phamphlet, you will find:
1. The names of occupations which prefer, but do not require, a high school education.
2. Number of people employed in these jobs.
3. Training needed for each job.
4. Outlook for each job through 1985.

That's a lot of information. There may be something in the pamphlet which you have been wanting to know.

DIRECTIONS: ON HO 80 YOU WILL FIND QUESTIONS. IN THE U.S. DEPARTMENT OF LABOR PAMPHLET, WHICH IS IN PACKET 14, YOU WILL FIND THE ANSWERS.

For example:
Question: What kind of training is needed for welders?
Answer: High school or vocational school training in welding is preferred.

THAT IS GOOD INFORMATION. GET HO 80 AND THE PAMPHLET AND LET'S GO!

Garth: How do you make a cigarette lighter?
Earl: Take out the tobacco.

PACKET 15

Future Jobs

ACTIVITY 1: USING A PART-TIME JOB TO GAIN EXPERIENCE

ACTIVITY 2: WHAT DO YOU CONSIDER A DREAM JOB?

ACTIVITY 3: THINKING ABOUT A CAREER FOR ME

ACTIVITY 4: SOMETIMES LEISURE TIME ACTIVITIES BECOME CAREERS

ACTIVITY 5: DISCOVERING ADVANTAGES AND DISADVANTAGES OF A JOB

ACTIVITY 6: DECIDING ADVANTAGES AND DISADVANTAGES OF A JOB WHICH INTERESTS YOU

ACTIVITY 1: USING A PART-TIME JOB TO GAIN EXPERIENCE

PRISCILLA SAYS: HOW FAR WOULD A PART-TIME KITE FLYING JOB GET ME ANYWAY?

You will need:
- HO 81 from the reserve supply

Think About It: A part-time job may help a teenager:

1. Learn responsibility
2. Gain firsthand information about people in the working world
3. Discover fundamentals of money management
4. Find the need for further education
5. Gain experience needed for jobs later on

You may ask, "How can mowing lawns help me get a better job later on?"

Any job you can name is a help to you IF you do that job well.

If you have a babysitting job:
- You have a house and children to take care of while the parent is gone.
- You learn how to follow the orders that were given you.
- You use the money you earned to buy as many things as you can that you need.
- You may see that being the head of a house takes skills which you may not have.
- Taking care of children gives you experience for other babysitting jobs and helps you see if you might like one of these jobs:

child care attendant
classroom teacher
recreation leader
school cook
pediatrician (children's doctor)
hospital baby nursery attendant
clerk in children's clothing store
children's librarian

DIRECTIONS: ON HO 81, A PART-TIME JOB WILL BE GIVEN. SEVERAL THINGS YOU MIGHT LEARN FROM THAT JOB WILL ALSO BE LISTED. ONE ITEM IS SOMETHING YOU WILL NOT LEARN FROM HAVING THAT PART-TIME JOB. SEE IF YOU CAN FIND WHICH ONE IT IS.

Odette: Why did the moth eat the rug?
Karen: To see the floor show.

ACTIVITY 2: WHAT DO YOU CONSIDER A DREAM JOB?

PRISCILLA SAYS: I WANT TO LIVE IN A MANSION
AND BE A PIG ABOUT ICE CREAM
CONES ALL DAY LONG.

You will need:
- HO 82 from the reserve supply

Think About It: All of us dream about what it will be like some day. We wonder:
- Where we will be?
- Who we will marry?
- If we will be happy?
- What job we will have?
- How much money we will make?

Life hardly ever turns out the way we dream, but it does not hurt to dream.

Dreams may represent goals we set for ourselves. If we do not have goals, we will never get anywhere.

DIRECTIONS: PUT YOUR IMAGINATION TO WORK. THINK OF YOUR DREAM JOB. ON HO 82, YOU WILL FIND THE BEGINNING OF SOME SENTENCES. COMPLETE THOSE SENTENCES ABOUT THE JOB YOU HOPE TO HAVE.

Erva: Why did the little red house call for a doctor?
Bill: Because it had a window-pane.

ACTIVITY 3: THINKING ABOUT A CAREER FOR ME

PRISCILLA SAYS: SOME DAY I WANT TO LEAVE THE PIG PEN AND SEE HOW THE REST OF THE PIGS LIVE!

You will need:
- a classmate who has not done this activity
- HO 83 from the reserve supply for each of you

Think About It: Finding a job you really enjoy usually does not just happen. In order to make a wise career choice, you need to think about many jobs in many areas. Going through lists of jobs may help you if you think about the working conditions of each one.

For example: A snow plow operator.

To see the snow cleared away, to know you are making driving conditions better for drivers, and to have control over a big machine, may sound interesting to you.

It is also important for you to think about the disadvantages: you would be out all times of the day, night and week-ends and you would be out in very hazardous and cold weather. There are other advantages and disadvantages. Can you think of them?

DIRECTIONS: ON HO 83, YOU WILL FIND A PUZZLE. IN THE PUZZLE ARE 27 OCCUPATION CHOICES. FIND THESE JOBS HIDDEN IN THE PUZZLE. AFTER YOU AND YOUR CLASSMATE HAVE FOUND THE OCCUPATIONS, NAME ONE ADVANTAGE AND ONE DISADVANTAGE OF EACH JOB.

Connie: Why did the lady get all dressed up to talk on the telephone?
Nancy: Because she was on a party-line.

ACTIVITY 4: SOMETIMES LEISURE TIME ACTIVITIES BECOME CAREERS

PRISCILLA SAYS: LEISURE TIME IS MY CAREER
BUT IT SEEMS NO ONE WANTS
TO PAY ME FOR IT!

You will need:
- HO 84 from the reserve supply

Think About It: Every now and then you will hear about someone who has made a career out of something that started as a hobby.

Example:
- an athlete becomes a coach
- a stamp collector opens a stamp collector's shop
- a baseball card collector sells baseball cards through the mail

Those who take a job working at a task they enjoyed as a hobby usually have found an exciting career.

DIRECTIONS: ON HO 84, A NUMBER OF INTERESTS ARE GIVEN IN THE LEFT-HAND COLUMN. FILL THE BLANKS IN THE RIGHT-HAND COLUMN TO NAME AN OCCUPATION WHERE YOU COULD RECEIVE PAY FOR DOING THOSE THINGS WHICH YOU ENJOY. YOU MAY NEED A DICTIONARY TO HELP YOU SPELL THE WORDS CORRECTLY.

Hank: Which animals were not in pairs on Noah's ark?
Mike: Worms--they were in apples.

ACTIVITY 5: DISCOVERING ADVANTAGES AND DISADVANTAGES OF A JOB

PRISCILLA SAYS: GOOD PORK CHOPS! AN ADVANTAGE FOR THE FARMER, A DISADVANTAGE FOR ME!

You will need:
- HO 85 from the reserve supply

Think About It: It is easy for a person to take a job and only think about the money. Then after the first few days of work, the worker finds out what the job is really like.

It is wiser to go into a job knowing what some of the advantages and disadvantages of a job will be.

Remember, advantages for one person may be disadvantages for another person. It is a good thing that all people do not feel the same way about jobs; everyone would want the same jobs. There would be no one to do other jobs.

DIRECTIONS: ON HO 85, SOME TASKS AND CONDITIONS ARE LISTED WHICH YOU WOULD FIND IF YOU WORKED IN A NURSING HOME. MARK (X) THE COLUMN WHICH BEST DESCRIBES THE WAY YOU WOULD FEEL ABOUT THE TASK OR CONDITION. IT SHOULD GIVE YOU SOME IDEA ABOUT YOU AND WORK AT A NURSING HOME.

Louise: *Is it better to do homework on an empty or a full stomach?*
Terry: *Better do it on paper.*

Activity 6: Deciding Advantages and Disadvantages of a Job Which Interests You

PRISCILLA SAYS: ICE CREAM TESTER:

ADVANTAGE: ICE CREAM IS GOOD, GOOD, GOOD!

DISADVANTAGE: MY CLOTHES NO LONGER FIT!

You will need:
- to do Activity 5 in Packet 15 before doing this activity
- HO 86 from the reserve supply

Think About It: In Packet 15, Activity 5, you decided the advantages and disadvantages of a nursing home job. Not everyone wants to work in a nursing home, of course. You probably have a job in mind which interests you much more. Think about:

the hours
the place
the tools
the people
the tasks
the pay
the location
the uniform
the benefits
the training needed

DIRECTIONS: YOU WILL FIND THAT HO 86 IS A SHEET VERY SIMILAR TO HO 85 EXCEPT YOU WILL THINK OF TASKS AND CONDITIONS ABOUT A JOB IN WHICH YOU ARE INTERESTED. USE THE IDEAS ABOVE TO HELP YOU THINK OF ALL PARTS OF THE JOB. THEN MARK (X) ONE COLUMN WHICH TELLS ABOUT HOW YOU FEEL.

Cindy: *What can I do about all these dirty phone calls?*
Paul: *Use Dial soap.*

HANDOUTS (HOs)

HO I

ACTIVITY 1: LEARNING TO FOLLOW DIRECTIONS

NAME______________________________

DATE______________________________

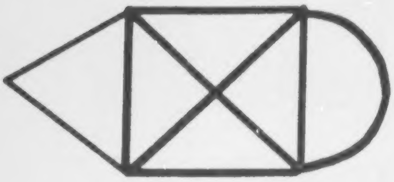
Student : My cat is good at math.
Teacher : Oh?
Student : I asked him what 8 minus 8 was
and he said nothing.

ACTIVITY 2: FOLLOWING DIRECTIONS FOR PENCIL PUZZLE

NAME______________________________________

DATE______________________________________

DIRECTIONS: FOLLOW CAREFULLY THESE STEPS. YOU WILL MAKE THIS DESIGN WITHOUT CROSSING ANY LINES OR LIFTING YOUR PENCIL.



STEP 1--Begin at the lower left-hand corner of the square. Move up to the center of what will be the square and come back down to the right-hand corner making an upside down "V."

STEP 2--Move up to form the complete right-hand side of the square.

STEP 3--Come back to the center point and move up to the left to the upper left-hand corner of the square. You now have a closed triangle and an open angle.

STEP 4--Close the open triangle to make the left side of the square. What you have now looks like a bow tie.

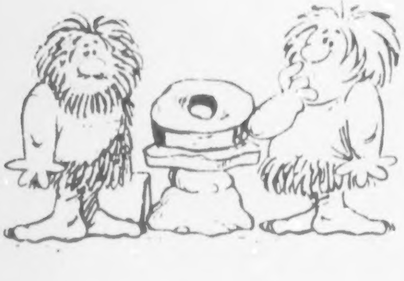
STEP 5--Form the triangle end by going up to the left at an angle and back in to the top left-hand corner of the square.

STEP 6--Draw a straight line across the top to make the top part of the square.

STEP 7--Form the bow on the right end by connecting the top of the square with the bottom of the square.

STEP 8--Complete the square by making the bottom line of the square.

Did you do it? Go back and try again if you didn't. Read the directions again too. Demonstrate to your teacher that you can do it.



Lauren: I banged the tar out of my knee in the dishroom today.

John: I didn't know you had any tar in your knee. It's a good thing you banged it all out.

HO 3

ACTIVITY 3: FOLLOWING DIRECTIONS FOR PAPER PUZZLE

NAME______________________________

DATE______________________________

Question:	What goes stomp, stomp, stomp, slosh--stomp, stomp, stomp, slosh--stomp, stomp, stomp, slosh!
Answer:	An elephant with a wet tennis shoe.

ACTIVITY 1: KNOWING JOB SOURCES

NAME________________________

DATE________________________

DIRECTIONS: AFTER YOU HAVE LISTENED TO TAPE NO. 1--JOB SOURCES--SEE IF YOU CAN REMEMBER THESE IDEAS. IF YOU DO NOT REMEMBER, LISTEN TO THE TAPE AGAIN OR LOOK AT THE NARRATIVE.

1. Eileen tried these five different ways to find a job:

   a.________________________________

   b.________________________________

   c.________________________________

   d.________________________________

   e.________________________________

2. Which one of the above worked for Eileen?

   ____

3. What was the name of the place where she worked?

   ____

4. What was she going to buy first?

   ____

5. What would you buy with your first paycheck?

   ____

Opal: Hello. Are you the lady who washes?
Gertrude: No, I'm the lady who irons.
Opal: Oh, you dirty thing!

HO 5

ACTIVITY 2: SEEKING JOB INFORMATION BY USING THE TELEPHONE

DIRECTIONS: LOOK AT THE AD BELOW. ALSO LOOK AT THE RULES. MARK THE NUMBER ON THE LINE BY THE STATEMENT WHICH TELLS WHICH RULE IS BEING USED.

NAME____________________________

DATE____________________________

> Wanted: Part-time Bus Person. Must be able to work nights and week-ends. Call Assistant Manager, Mike Allen, Jim's Dinner Club, 777-6666 after 4 P.M.

Voice: Jim's Dinner Club. May I help you?

a._____ Kelly: May I speak to Mike Allen, please?

Mike: This is Mike speaking.

b._____ Kelly: This is Kelly Johns. I'm calling about the part-time job for a bus person you advertised for in the Dispatch.

Mike: Oh yes. Are you in school?

c._____ Kelly: Yes, I'm a sophomore at Washington High School.

Mike: Have you worked before?

d._____ Kelly: Only lawn jobs. But I need a job and I will work very hard.

e._____ Mike: Now, I need someone who will be on time and come every day. On this job you would work from 4:30 to 7:30 each day during the week and from 12:00 to 7:30 on Saturdays. Could you work these hours?

f._____ Kelly: Yes, those hours are fine. What would I be doing?

Mike: You would load the dirty dishes on a cart, clean the tables and take the dishes to the dishwasher.

g._____ Kelly: And what is the pay, please?

Mike: $2.30 per hour. Are you interested in the job?

Kelly: Yes, I am. May I come to see you about it?

Mike: Certainly, Kelly.

h._____ Kelly: Just exactly where is the restaurant located?

Mike: Ninth and Lincoln. Could you be here about 4:30 today?

i._____ Kelly: Let me write that down. Jim's Dinner Club. Ninth and Lincoln. 4:30 today. Thank you. I'll be there.

HO 6

ACTIVITY 3: USING NEIGHBORS, FRIENDS AND RELATIVES AS JOB SOURCES

NAME______________________________

DATE______________________________

DIRECTIONS: FILL THE BLANKS WITH THE CORRECT WORD BELOW.

part-time
work
explain
conditions
pay
money
neighborhood
references
windows
responsible

1. Aunts and uncles often know of jobs from people who live in their __?__. _ ☐ _ _ _ _ _ _ _ _ _ _
2. Instead of working full-time, your first job may turn out to be only __?__. _ _ _ _ - _ _ _ ☐
3. Sometimes your parents may hear of part-time jobs from people where they __?__. _ _ ☐ _
4. Relatives may hire you to mow lawns or wash __?__. _ ☐ _ _ _ _ _
5. It is important to do a good job when you first start working because the people you work for will become your __?__. _ _ _ _ _ _ _ _ ☐ _
6. If you want a job you have to __?__ to friends and relatives exactly what kind of skills you have. _ ☐ _ _ _ _ _
7. In order to let people know you really want a job, you might offer to do a small job for them without __?__. ☐ _ _
8. To be hired again and again, you must show you are __?__. _ ☐ _ _ _ _ _ _ _ _ _
9. Sometimes on your first job you have to work under unpleasant __?__. ☐ _ _ _ _ _ _ _ _ _
10. But a real job has it's advantages; it allows you to have your own __?__. _ _ ☐ _ _

Now take the letters from the boxes and place them here:

_ _ _ _ _ _ _ _ _ _

Unscramble the letters to finish out this wise old saying:

"_ _ _ _ _ _ _ _ _ _ is the best teacher."

HO 7

ACTIVITY 4: CHECKING "HELP WANTED" ADS AS A JOB SOURCE

NAME________________________________

DATE________________________________

DIRECTIONS: THERE IS AN AD ASKING FOR A WORKER FOR EACH OF THE PEOPLE IN THE MIDDLE COLUMN. MATCH THE WORKERS WITH THE JOB. PUT THE NUMBER OF THE AD ON THE LINE IN FRONT OF THE WORKER WHO SHOULD CALL ABOUT THE JOB.

1 WAITRESSES, full and part time, apply in person 2-4 p.m. Wesley Towers, 1813 Charleston, Mattoon.

2 Now accepting applications for part-time and full. Waitresses, cooks, cocktail waitresses and bartenders. Good pay. Must be experienced. References required. Apply in person to Steve's Steak House, Charleston.

3 HAIRSTYLIST wanted full or part-time. Phone Linda's Beauty Salon, 345-7437, Charleston.

4 OFFICE MANAGER TRAINEE- steady employment with no lay offs. Receive full salary during the training period. Liberal fringe benefits and paid vacation. Must be a high school graduate, own a reliable automobile and be in good physical condition. Some experience in finance, retail or the sales field is preferred as you must be able to deal with the public. Apply in person at Mattoon Crown Finance Corporation. 1520 Broadway.

5 LET H & R BLOCK teach you to prepare income tax returns. 1820 Broadway, Mattoon, 234-2372

6 MEDICAL SECRETARY to work in Champaign, experienced in dictation and insurance. Write P.O Box 955, Champaign, Ill. 61280.

a. _____ Tax Specialist

b. _____ Bartender

c. _____ Pharmacist

d. _____ Automotive Parts Person

e. _____ Beautician

f. _____ Nurse's Aid

g. _____ Finance Manager

h. _____ Salesperson with Secretarial Skills

i. _____ Waitress

j. _____ Medical Secretary

k. _____ Dental Assistant

l. _____ Body Shop Worker

7 SECRETARY-SALESWOMEN. Mature woman to handle office procedure, secretarial functions & sales. Personable, sales personality preferred. Typing and office knowledge required. Hours 9-5 Tues.thru Sat. Salary based on experience. Reply Box 87, Journal Gazette. An equal opportunity employer.

8 EXPERIENCED BODYMAN & PAINTER. Starting salary $4.50 per hour & up for the right man. Ask for Tom Baker 217-342-3540.

9 WANTED dental assistant, in Charleston office, experience helpful but not necessary. Send resume % 905 Westgate Drive, Charleston, Ill. 61920

10 WANTED
EXPERIENCED
PARTS-SERVICE
MANAGER
Phone for an appointment. Mitchell Motors, Charleston. 345-4060

11 STAFF PHARMACIST, 410 Bed General Hospital, Active IV, Admixture Program, Unit Dose System. 40 hour week. Apply in person to St. Mary's Hospital, 1800 E. Lake Shore Drive, Decatur, Ill. 217-429-2966

12 WE ARE NOW taking applications for LPN's, nurses aids, part time & full time positions. Apply in person, We Care Nursing Facility, Arcola, Ill. 268-3555

What is another name for an obese feline?
Answer: A fat cat or a flabby tabby.

HO 8

ACTIVITY 5: UNDERSTANDING WANT AD ABBREVIATIONS

NAME ______________________________

DATE ______________________________

DIRECTIONS: READ THE ADS. FROM THE LIST OF ABBREVIATIONS ON THE ACTIVITY PAGE, WRITE THE WHOLE WORD ON THE LINE.

> Wanted: Exp. clk. for grocery store. Ref. req. Phone 444-4440.

1. exp. ____________________
2. clk. ____________________
3. ref. ____________________
4. req. ____________________

> Corp. needs HS grad. for secretarial work. Must type 50 wpm. Phone 770-3356, Ext. 43.

5. corp. ____________________
6. HS ____________________
7. grad. ____________________
8. wpm. ____________________
9. ext. ____________________

> Dept. store has op. for perm. emp. Write to Box 44, giving exp. and ed. bkgrnd.

10. Dept. ____________________
11. op. ____________________
12. perm. ____________________
13. emp. ____________________
14. exp. ____________________
15. ed. ____________________
16. bkgrnd. ____________________

> Mech. needed. Exp. req. Call John at 776-4001. Hrs. and sal. open.

17. mech. ____________________
18. Exp. ____________________
19. req. ____________________
20. hrs. ____________________
21. sal. ____________________

HO 9

ACTIVITY 6: SEARCHING WANT ADS FOR JOBS FOR TEENAGERS

NAME______________________________

DATE______________________________

DIRECTIONS: PLACE THE LETTER OF THE BEST ANSWER ON THE LINE BEFORE THE NUMBER.

____1. You do not have a car.	a.	Delivery boys wanted. Must have own car. Call Marty's, 345-2172.	b.	AIDES AND ORDERLIES PART-TIME Urbana Americana Health Care Center 600 N. Coler, U. 367-1191.
____2. You are just 15 years old.	a.	PART TIME bus-boy or bus girl needed 16 or older, call after 6 P.M. 352 8444.	b.	BUSPERSONS, part time evenings. Apply in person Champaign Country Club, Champaign.
____3. You would like to be a sales person.	a.	WANTED: 2 representatives to replace 2 who didn't want to work. Sarah Coventry Jewelry, 586-2580.	b.	HIGH SCHOOL or college student for house work, 2-4 hours per week. $2.00 an hour. Own transportation. Phone 234-8259.
____4. You really do not like messy things.	a.	POSITIONS open for buspersons and dishwasher. Apply in person at Lamplighter. Philo Road, Urbana.	b.	PART TIME weekend help wanted in gift shop. Must be neat and dependable. Call 344-1079 for appointment.
____5. You are allergic to harsh soaps and hot water.	a.	PARKLAND COLLEGE has a part-time evening switchboard operator position available immediately. 4:45 p.m.-8:45 p.m. Monday through Thursday. Contact the Personnel Office 351-2220. Parkland College is an affirmative action/equal opportunity employer.	b.	DISHWASHER Wanted 344-4260 after 5.
____6. You helped your uncle in his service station one summer.	a.	AVON-Earn Money now for a Merry, Merry Christmas. Sell beautiful gifts, guaranteed to please. Call now, Charleston 345-4189, Mattoon areea, call collect 728-7804 for information	b.	PART TIME service station attendant needed to work couple of evenings a week and weekends. Experience helpful. Must have references. Apply Mon.-Fri. 1101 N. Prospect, Ch.
____7. You really only have time on the week-ends to work.	a.	HOSTESS wanted 5 day work week, Mon.-Fri. Attractive benefits, plus uniforms furnished. Call Wed. Oct. 6 345-1610, Ask for John Craig.	b.	HOURS flexible with school schedule etc. Weeknight and weekends. Apply in person between 8am and 5pm, Sunday through Saturday. Village Inn Pizza Parlor, 1801 W. Springfield Champaign.
____8. You just do not enjoy animals.	a.	KENNEL HELP. Mornings only, 8-11 a.m. Wednesday all day. Must have own car. Call 367-1037.	b.	WE need part time evening and day help in bakery, Deli, cashiers, and stock boys. Apply in person, Kirby IGA.

Tom: How do you like your job?
Power Plant Worker: It's an electrifying experience!

HO 10

ACTIVITY 7: LOCATING JOBS IN "HELP WANTED" ADS FOR SPECIAL PEOPLE WITH SPECIAL NEEDS

NAME__________________________________

DATE__________________________________

DIRECTIONS: YOU ARE FINDING JOBS FOR PEOPLE. GET A NEWSPAPER. CUT FROM THE "HELP WANTED" ADS OF THE NEWSPAPER AN AD WHICH SHOWS EACH OF THE FOLLOWING IDEAS. GLUE THE AD IN THE RIGHT SPACE.

1. A job that requires a college degree:
2. A job that trains you while you work:
3. A job where you must have a car:
4. A job where you must work nights:
5. A job where you would be outside all the time:
6. A job where you would be inside all the time:
7. A job where you would work the hours you wanted:
8. A job where you would have a definite time schedule:
9. A job where you would work alone or with just a few people:
10. A job where you would work with many people:

Question: What did the worm say as he bore a hole in the cucumber?
Answer: Boy, am I in a pickle!

HO 11

ACTIVITY 8: WRITING AN "EMPLOYMENT WANTED" AD

NAME______________________________

DATE______________________________

DIRECTIONS: THERE ARE FOUR PARTS OF AN "EMPLOYMENT WANTED" AD:

1. The kind of work you want
2. When you can work
3. Any other details that are important
4. How the employer can reach you

USE THESE FOUR PARTS AND WRITE AN AD FOR THE FOLLOWING:

A. You want to work in a restaurant. Make up the information that is needed.

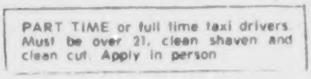
What kind of work you want. 1.______________________________

When you can work 2.______________________________

Any other important details 3.______________________________

How the employer can reach you 4.______________________________

B. Which of the four parts was left out of this ad?

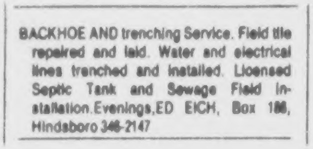

PART TIME or full time taxi drivers. Must be over 21, clean shaven and clean cut. Apply in person

5.______________________________

C. The cost for ads in one newspaper is figured on this scale:
(Do not count as words the name, telephone number or address of the person to contact).

words	2 days	3 days	one week
0-15 words	$4.10	$5.05	$6.90
16-20 words	5.50	6.75	9.12
21-25 words	6.90	8.45	11.40
26-30 words	8.30	10.15	13.68

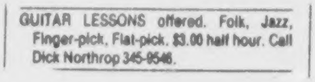
How much will this ad cost for 2 days?


BACKHOE AND trenching Service. Field tile repaired and laid. Water and electrical lines trenched and installed. Licensed Septic Tank and Sewage Field installation.Evenings,ED EICH, Box 186, Hindsboro 346-2147

There are 24 words that you count. So, 24 words for 2 days would be $6.90. Did you get that? Write it down.

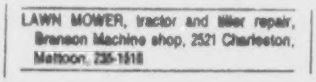
6.______________________________

How much will this ad cost for 3 days?


GUITAR LESSONS offered. Folk, Jazz, Finger-pick, Flat-pick, $3.00 half hour. Call Dick Northrop 345-9546.

7.______________________________

How much will this ad cost for one week?


LAWN MOWER, tractor and tiller repair, Branson Machine shop, 2521 Charleston, Mattoon, 235-1518

8.______________________________

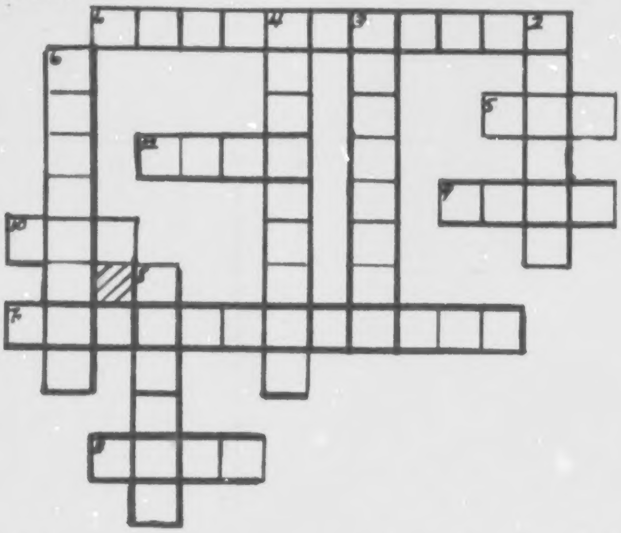
HO 12

ACTIVITY 9: KNOWING HOW THE STATE EMPLOYMENT SERVICE CAN HELP YOU

[illegible]ECTIONS: TAKE HO 12. READ THE SENTENCES AND USE THE CORRECT WORD FROM THE LIST OF WORDS AT THE TOP. THEN FILL IN THE BLANKS IN THE PUZZLE WITH THESE WORDS. THE WORDS SHOULD FIT TOGETHER IF YOU HAVE USED THE RIGHT WORDS.

NAME______________________________

DATE______________________________



free
test
requirements
pay
neatly
job

duties
interview
call
application
employer
accurate

1. (across) When you first get to the Employment Office you will have to fill out an _ _ _ _ _ _ _ _ _ _ _ form for employment.

2. (down) This form must be written very carefully and _ _ _ _ _ _.

3. (down) The information on this form must also be complete and _ _ _ _ _ _ _ _.

4. (down) After you finish the form, you will then meet a person who will _ _ _ _ _ _ _ _ _ you.

If there is a possible job for you, this interviewer will talk to you about the following things:

5. (across) the _ o _.

6. (down) about the _ _ p _ _ _ _ _.

7. (across) the job _ _ q _ _ _ _ _ _ _ _ _.

8. (down) the job d _ _ _ _ _.

9. (across) The interviewer may also _ _ _ _ an employer on the telephone to make an appointment for you to have an interview for the job.

10. (across) You may need to go to another person for _ _ _ counseling.

11. (across) The counselor may give you a _ _ _ _ to see what skills you have.

12. (across) When you go to the State Employment Service, you will not have to pay--their help will be a _ _ _ _ service.

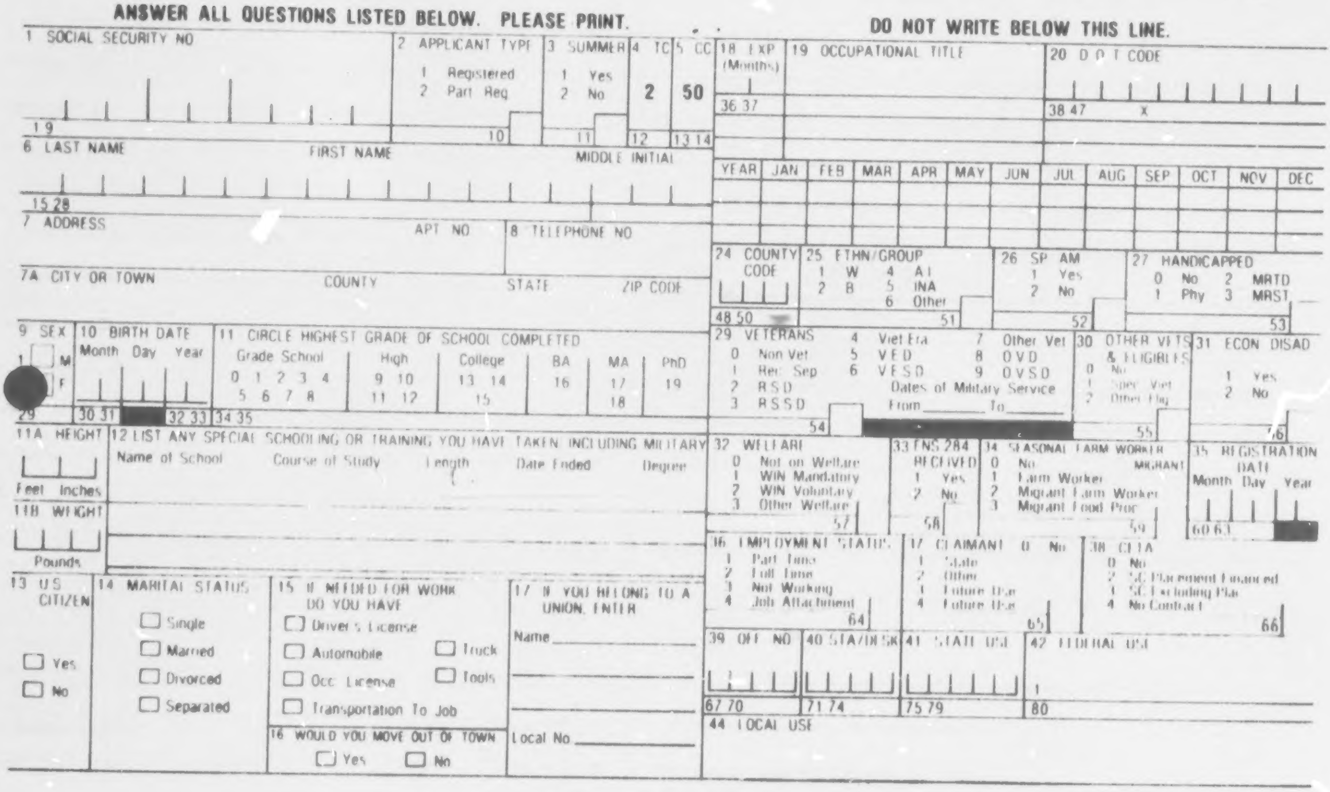
HO 13

ACTIVITY 10: FILLING OUT AN APPLICATION AT THE STATE EMPLOYMENT SERVICE

NAME____

DATE____

DIRECTIONS: FILL OUT THE FORM AS NEATLY AS YOU CAN. LOOK AT THE SAMPLE ON THE PAGE FROM THE PACKET IF YOU NEED TO KNOW HOW TO ANSWER A QUESTION. BE SURE, AGAIN, THAT THE INFORMATION IS CORRECT.



ANSWER ALL QUESTIONS LISTED BELOW. PLEASE PRINT.

DO NOT WRITE BELOW THIS LINE.

1 SOCIAL SECURITY NO 1 9

2 APPLICANT TYPE 1 Registered 2 Part Reg 10

3 SUMMER 1 Yes 2 No 11

4 TC **2** 12

5 CC **50** 13 14

6 LAST NAME FIRST NAME MIDDLE INITIAL 15 28

7 ADDRESS APT NO

8 TELEPHONE NO

7A CITY OR TOWN COUNTY STATE ZIP CODE

9 SEX 1 ☐ M ☐ F 29

10 BIRTH DATE Month Day Year 30 31 32 33

11 CIRCLE HIGHEST GRADE OF SCHOOL COMPLETED

Grade School	High	College	BA	MA	PhD
0 1 2 3 4 5 6 7 8	9 10 11 12	13 14 15	16	17 18	19

34 35

11A HEIGHT Feet Inches

11B WEIGHT Pounds

12 LIST ANY SPECIAL SCHOOLING OR TRAINING YOU HAVE TAKEN INCLUDING MILITARY

Name of School	Course of Study	Length	Date Ended	Degree

13 US CITIZEN

☐ Yes

☐ No

14 MARITAL STATUS

☐ Single

☐ Married

☐ Divorced

☐ Separated

15 IF NEEDED FOR WORK DO YOU HAVE

☐ Driver's License

☐ Automobile ☐ Truck

☐ Occ License ☐ Tools

☐ Transportation To Job

16 WOULD YOU MOVE OUT OF TOWN ☐ Yes ☐ No

17 IF YOU BELONG TO A UNION, ENTER

Name ____________

Local No ____________

18 EXP (Months) 36 37

19 OCCUPATIONAL TITLE

20 D O T CODE 38 47 X

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC

24 COUNTY CODE 48 50

25 ETHN/GROUP 1 W 2 B 4 AI 5 INA 6 Other 51

26 SP AM 1 Yes 2 No 52

27 HANDICAPPED 0 No 1 Phy 2 MRTD 3 MRST 53

29 VETERANS 0 Non Vet 1 Rec Sep 2 RSD 3 RSSD 4 Viet Era 5 VED 6 VESD 7 Other Vet 8 OVD 9 OVSD 54

Dates of Military Service From______ To______

30 OTHER VETS & ELIGIBLES 0 No 1 Spec Vet 2 Other Elig 55

31 ECON DISAD 1 Yes 2 No 56

32 WELFARE 0 Not on Welfare 1 WIN Mandatory 2 WIN Voluntary 3 Other Welfare 57

33 FNS 284 RECEIVED 1 Yes 2 No 58

34 SEASONAL FARM WORKER MIGRANT 0 No 1 Farm Worker 2 Migrant Farm Worker 3 Migrant Food Proc 59

35 REGISTRATION DATE Month Day Year 60 63

36 EMPLOYMENT STATUS 1 Part Time 2 Full Time 3 Not Working 4 Job Attachment 64

37 CLAIMANT 0 No 1 State 2 Other 3 Future Use 4 Future Use 65

38 CETA 0 No 2 SC Placement Financed 3 SC Excluding Pla 4 No Contract 66

39 OFF NO 67 70

40 STA/DESK 71 74

41 STATE USE 75 79

42 FEDERAL USE 1 80

44 LOCAL USE

APPLICATION CARD

Opal: What do you do when your toes fall off?
Hank: You call a tow truck.

HO 14-a

ACTIVITY 11: LOCATING THE JOB PLACEMENT CENTER AT SCHOOL

NAME ______________________________

DATE ______________________________

DIRECTIONS: FOLLOW THESE STEPS

A. Get your teacher's permission for the visit.

______________________________ has permission to do a
(your name)

research project on the school Job Placement Center.

______________ ______________________________
(Date) (Teacher's Signature)

B. Make an appointment with the Job Placement Center for an interview.

Time ______________

Place ______________________

Date ______________

C. Read the questions on the Interview Guide to a classmate. Make sure you understand each question. When your classmate is sure you are ready, have him/her sign below.

____
(Friend's Signature)

D. Get your materials together before you go. Be sure you have:
   a. Tape Recorder
   b. Empty Cassette
   c. Interview Guide (next page)
   d. 2 sharpened pencils
   e. Hall Pass

NOW YOU ARE READY TO GO ⟶

Science teacher: Our body is made up of 80 to 90 percent water.
One student to another student: No wonder he's such a big drip.

ACTIVITY 11: LOCATING THE JOB PLACEMENT CENTER AT SCHOOL

NAME________________________________

DATE________________________________

INTERVIEW GUIDE

Either record the answers or write your answers on the sheet.

1. The room number of the school Placement Center is ______________.
2. It is located near the __________________________________.
3. The person in charge of the Placement Center today is

   ______________________________.
4. What are three services the Job Placement gives?
   - a.
   - b.
   - c.
5. How do employers let the school know they have job openings?
6. How do I let the Job Placement Center know that I am interested in getting a job?
7. What must I do to get a job through the Job Placement Center?
8. About how many jobs do you have open right now?

Question:	Why is bread like the sun?
Answer:	It rises in the yeast and settles in the vest.

HO 15

ACTIVITY 12: FINDING A JOB BY "POUNDING THE PAVEMENT"

NAME________________________________

DATE________________________________

DIRECTIONS: FIND AND CIRCLE IN THE PUZZLE THE WORDS OR PHRASES BELOW. THESE WORDS SHOULD TELL ABOUT YOU WHEN YOU GO FROM BUSINESS TO BUSINESS ASKING FOR A JOB.

clean
neat
go alone
pencil
polite
smile
eager
personal data sheet
birth certificate
ask good questions
social security number
speak clearly
check back
combed hair
moderate dress
references
confident
see manager
thankful

S	O	C	I	A	L	S	E	C	U	R	I	T	Y	N	U	M	B	E	R
P	O	L	I	T	E	A	J	L	K	L	M	N	O	E	P	Z	A	G	E
E	P	E	N	C	I	L	I	E	Y	C	T	S	E	A	G	E	R	O	F
A	B	A	D	F	E	G	H	A	S	M	I	L	E	T	R	Q	B	A	E
K	C	N	W	X	D	E	V	N	C	H	E	C	K	B	A	C	K	L	R
C	O	N	F	I	D	E	N	T	F	T	H	A	N	K	F	U	L	O	E
L	G	B	I	R	T	H	C	E	R	T	I	F	I	C	A	T	E	N	N
E	S	E	E	M	A	N	A	G	E	R	U	O	Q	N	M	L	K	E	C
A	S	K	G	O	O	D	Q	U	E	S	T	I	O	N	S	P	S	I	E
R	G	H	C	O	M	B	E	D	H	A	I	R	J	R	W	B	V	U	S
L	M	O	D	E	R	A	T	E	D	R	E	S	S	C	X	D	E	A	Z
Y	I	P	E	R	S	O	N	A	L	D	A	T	A	S	H	E	E	T	Y

Hal: Hey, you remind me of the ocean.
Cal: You mean I think so deep.
Hal: No, you make me sick!

HO 16

ACTIVITY 13: USING THE SERVICES OF CETA
(COMPREHENSIVE EMPLOYMENT AND TRAINING ACT)

NAME ______________________________

DATE ______________________________

DIRECTIONS: WRITE "YES" BEFORE THE SENTENCES WHICH ARE TRUE SENTENCES ABOUT CETA. WRITE "NO" BEFORE THE SENTENCES WHICH ARE NOT TRUE.

______ 1. The letters "CETA" stand for Comprehensive Employment and Training Act.

______ 2. Anyone can go to CETA for a job even if that person is only 15 years old.

______ 3. CETA helps people who are out of work to find jobs.

______ 4. One thing CETA never does, is pay for training at a community college.

______ 5. Before CETA helps a person, that person must take a paper from the CETA office to the Employment Service.

______ 6. Then that person is sent back from the Employment Service to CETA.

______ 7. At the CETA office, an application for work will be filled out.

______ 8. Someone at CETA may talk to the person about what a good worker needs to do to keep a job.

______ 9. The CETA worker then gives the job hunter a black eye.

______ 10. If CETA has a suitable job available, the worker will go to work there.

______ 11. If the person does not have the skills needed, the employer may train that person on the job.

______ 12. If an 18-year-old person, male or female, has not found a job, that person should be sure to go check at the CETA office.

______ 13. CETA jobs are only temporary but if a worker tries very hard to do a good job, the employer will hire that worker permanently.

______ 14. For workers to be on time is never important to employers.

______ 15. Someone from the CETA office will go from time to time to see that their worker is doing a good job.

DIRECTIONS: IF THE ANSWER TO THE QUESTION IS "YES," BLACK THAT NUMBER IN WITH YOUR PENCIL. IF THE ANSWER IS "NO," LEAVE THAT SQUARE BLANK.

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

SECRET MESSAGE __________

HO 17

ACTIVITY 1: PUTTING TOGETHER A PERSONAL DATA SHEET

PERSONAL DATA

Information About Me

Complete Name ______________________________

Address ______________________________ Telephone Number ____________________

(number and street)

Social Security Number ____________________

____

(city, state, zip)

Age ____ Date of Birth ____________________ Place of Birth ____________________

Height ______________ Color of Eyes ____________________

Weight ______________ Color of Hair ____________________

Health ______________ Marital Status ____________________

Were you in the Military? ________ Branch ____________________

Information About My Family

Spouse's Complete Name ____

Address (if different from yours) ____________________________________

Date of Birth ____________________ Place of Birth ____________________

	Name	Date of Birth
Children	______________________________	______________________________
	______________________________	______________________________
	______________________________	______________________________

My Parents:

Father's Name ____________________ Home Phone ____________________

Home Address ____________________ Occupation ____________________

____________________ Company ____________________

Mother's Name ____________________ Home Phone ____________________

Home Address ____________________ Occupation ____________________

____________________ Company ____________________

Information About My Education

	Name School	Dates Attended	Highest Grade Completed or Degree Earned
Grade School			
Junior High School			
High School			
College			

List Achievements and Organizations

Record of My Previous Employment (list most recent employment first)

Date Employed	Name and Address of Company	Name of Supervisor	Kind of Work	Salary
From: To:				
From: To:				
From: To:				
From: To:				

My References (At least four persons who have known you at least one year. They should not be relatives.)

Name______________________________ Phone____________________

Address____________________________________

____

Business and Position Held____

Name______________________________ Phone____________________

Address____________________________________

____

Business and Position Held____

Name______________________________ Phone____________________

Address____________________________________

____

Business and Position Held____

Name______________________________ Phone____________________

Address____________________________________

____

Business and Position Held____

HO 18

ACTIVITY 2: MAKING PERSONAL INFORMATION CARDS

NAME ______________________________

DATE ______________________________

DIRECTIONS: BE VERY NEAT. FILL OUT THE BLANKS VERY CAREFULLY. SOME OF THE INFORMATION HERE IS IN PACKET 3, ACTIVITY 1 AND ON HO 17 IF YOU HAVE DONE A PERSONAL DATA SHEET. IF YOU HAVE ANY PROBLEMS, YOU MIGHT CHECK THAT ACTIVITY. BE SURE YOU USE THE RIGHT INFORMATION.

HAVE YOUR TEACHER CHECK YOUR INFORMATION BEFORE YOU CUT!

PERSONAL INFORMATION

Name ______________________

Address ______________________

____

Phone __________ Birth ___/___/___

Soc. Sec. No. ______________________

Height ________ Weight ________

Hair Color ______________________

Eye Color ______________________

CLOTHES SIZES

Pants ______________________

Shirt ______________________

Coat ______________________

Gloves ______________________

Shoes ______________________

Hat ______________________

Neck Size ______________________

Sleeve Length ______________________

INFORMATION ABOUT SCHOOL

1. Elementary School ______________________

   Address ______________________

   Dates Attended ________ Grades ________

2. Jr. H.S. ______________________

   Address ______________________

   Dates Attended ________ Grades ________

3. High School ______________________

   Address ______________________

   Dates Attended ________ Grades ________

JOB REFERENCES

1. Name ______________________

   Address ______________________

   Phone ______________________

2. Name ______________________

   Address ______________________

   Phone ______________________

3. Name ______________________

   Address ______________________

   Phone ______________________

   ____

Mark: Waiter, there's a big mouse in my stew!
Waiter: Shhh! Don't make such a fuss. The others will want one too!

HO 19

ACTIVITY 3: SEEKING PEOPLE TO SERVE AS REFERENCES

NAME______________________________

DATE______________________________

DIRECTIONS: TAKE THIS SHEET HOME WITH YOU. ASK 4 PEOPLE TO BE REFERENCES FOR YOU. BE SURE THEY ARE PEOPLE WHO WOULD SAY NICE THINGS ABOUT YOU IF AN EMPLOYER CALLED THEM.

LIST THE FOUR BELOW.

Name____
Address____
Phone____________________

Name____
Address____
Phone____________________

Name____
Address____
Phone____________________

Name____
Address____
Phone____________________

WHEN COMPLETED, RETURN TO YOUR TEACHER.

Activity 1: Discovering the Meanings of Words on Application Forms

NAME________________________________

DATE________________________________

APPLICATION WORDS

DIRECTIONS:

Use Application Words sheet.
From the Application Word sheet, find the word that has the definition given in the second column. Write the word in the first column.

_ _ _ _ A _ _ _ _	1. long lasting
_ P _ _ _ _	2. husband or wife
_ _ P _ _ _ _ _ _ _	3. person who watches workers
_ _ _ L _ _ _ _	4. having a job
_ _ _ _ _ I _ _ _ _	5. the work you have done before
_ _ _ _ _ _ / _ _ C _ _ _ _ _ / _ _ _ _ _ _	6. identification number
_ _ _ _ _ / _ _ A _ _	7. city and state where you were born
_ _ _ _ / T _ _ _	8. working less than 40 hours a week
_ _ _ _ / _ I _ _	9. working 40 hours or more a week
_ _ _ _ _ _ _ _ O _	10. job
_ _ _ _ _ _ N _ _ _	11. people who know you and can answer questions about you.
_ _ _ _ _ _ _ _ W	12. meeting with an employer to talk about a job
_ _ _ _ O _ _ _ _	13. for a short time
_ _ _ _ _ _ _ _ / _ _ R _ _ _ _	14. armed forces such as army etc.
_ _ _ _ _ D _ _ _ _	15. people you support
_ _ _ _ _ _ _ _ _ _ _ _ _ S	16. experience or training for a job

Mazie: What is blue and goes ding dong?
Dorothy: An Avon lady at the North Pole.

HO 21

ACTIVITY 2: COMPARING JOB APPLICATION FORMS

NAME________________________________

DATE________________________________

DIRECTIONS: TAKE THE THREE APPLICATION FORMS FROM THE PACKET. THEY ARE NUMBERED 1, 2, AND 3. EACH OF THESE THREE PEOPLE HAVE MADE OUT AN APPLICATION FOR THE JOB AS BUSPERSON.

LOOK OVER EACH APPLICATION CAREFULLY. YOU WANT TO HIRE THE PERSON WHO WILL DO THE BEST JOB.

BE SURE TO DISCUSS:
- neatness
- completeness
- experience
- references

1. Which person appears to be the neatest? ________________________
2. Which person answered all the questions? ________________________
3. Which person has experience working in a steak house? ________________
4. Which person has a skill which might help out with advertising? ________________
5. Which person has worked for an important person and so will probably know a lot of people which sometimes helps business? ________________
6. Which person has the most work experience of all kinds and appears to be an ambitious person? ________________________

These are just a few items to think about:

Now-

7. Who will be the first one you will call in for an interview? John, Mark or Roberta? ________________
8. Why did you choose that person? ________________________
9. Did both of you agree on the same person? ________________________

Bobby: Sally, you look pretty dirty!
Sally: Thank you! I look pretty clean too!

HO 22

Application For Employment

PLEASE PRINT CLEARLY AND SUPPLY ALL INFORMATION REQUESTED ON THIS FORM

PERSONAL

Name ______ Soc. Sec. No. ______
Present Address ______ Phone No. ______
Address Prior to Above ______
Male ______ Female ______ Height ______ Ft. ______ Ins. ______ Weight ______ Lbs. Date of Birth ______ Age ______
Father's Name ______ Birthplace ______
Mother's Name ______ Birthplace ______
Wife's or Husband's Name ______ Birthplace ______
Single ______ Married ______ Widowed ______ Separated ______ Divorced ______ No. of Children ______ Ages of Children ______
Military Service of U.S.A. – Branch ______ From ______ To ______ Rank ______ Honorable Discharge ______
Have you ever worked for [redacted] Before? ______ Division ______ From ______ To ______
List names of relatives working for [redacted] Company ______
Do you have any physical defects or chronic ailments? ______ If Yes – Describe ______
Have you ever been arrested? No ( ) Yes ( ) If Yes – Explain ______
(Other than minor traffic violations) ______

EDUCATION

NAME AND LOCATION OF SCHOOL	YEARS ATTENDED		GRAD.	MAJOR COURSES	DEGREE
	From	To	Date		
Grade School					
High School					
College					
Other					

REFERENCES

Do Not List Former Employers Or Relatives

Name ______ Address ______ Phone No. ______
Name ______ Address ______ Phone No. ______
Name ______ Address ______ Phone No. ______

Type Of Work Desired ______________ Yrs. Experience ______________ Special Skills Other Than Work Requested ______________

EMPLOYMENT HISTORY

DATES				NAME OF FIRM OR EMPLOYER AND COMPLETE ADDRESS. PLEASE BEGIN WITH YOUR PRESENT OR LAST EMPLOYER AND WORK BACKWARD. ACCOUNT FOR PERIODS OF UNEMPLOYMENT. FURNISH COMPLETE RECORD.	POSITIONS HELD AND DUTIES PERFORMED	WAGES REC.	REASON FOR LEAVING
FROM		TO					
Month	Year	Month	Year				
						$	
						Per.	

I understand and agree that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and for separation from the company's service if I have been employed. I authorize the Company to investigate any of the above information. If employed, I agree to abide by all general and safety rules.

Interviewed By ______________

Remarks: ______________

____

199 ______________

____
Signature Of Applicant

____
Date

200

HO 23

ACTIVITY 4: TAKING A LOOK AT A CORRECT LETTER OF APPLICATION

NAME ______________________________

DATE ______________________________

765 Dean Street
Almwood, IL 64444
September 17, 1976

Mr. Jerry Smith, Personnel Manager
Brown's Clothing Store
322 W. State Street
Almwood, IL 64444

Dear Mr. Smith:

I am applying for the part-time job in the teens department at
Brown's Clothing Store that you advertised for in the Free Press
on September 17. a. ____

Last summer I worked as a salesperson at Opal's Teen Time Shop, b. ____
2222 W. 7th Street. Mrs. Opal Scott was my boss there. The
phone number is 776-3344. You may call her if you wish. c. ____

I am 18 years old and a senior at Oak Hill High School. I am
taking a business course and have also had courses in clothing d. ____
construction.

I also have some skills in sign making and drawing cartoons. e. ____

I am sure I would do a good job for you in your teens department.
Many of the kids are my friends and would enjoy having me help f. ____
them select clothes. I would really appreciate a personal
interview. If you wish to call me, my number is 776-9988. g. ____

Thank you very much.

Sincerely,

Betty Baker

Betty Baker

Judy: What did the Banjo say to the Banjo player?
Jed: Don't be so picky!

HO 24

ACTIVITY 5: WRITING A LETTER OF APPLICATION

______________________ (Your street address)
______________________ (City and State)
______________________ (Today's date)

(Employer's name) ______________________
(Employer's St. Address) ______________________
(City and State) ______________________

Greeting ______________________:

1. Job you are applying for & where you saw the ad.

2. Education that might be useful on the job.

3. Job experience.

4. Reference.

5. Activities that might be useful on the job.

6. Ask for a personal interview.

7. Your phone number.

______________________ (Closing)

______________________ (Your Name)

Frank: What did the tablecloth say to the table?
Tilly: I've got you covered.

HO 25

ACTIVITY 6: COMPOSING A LETTER OF RESIGNATION

NAME____

DATE____

DIRECTIONS: SUPPOSE THAT YOU HAVE TO QUIT YOUR JOB. YOU WANT TO END THE JOB SO THAT EVERYONE IS HAPPY. WRITE A LETTER OF RESIGNATION TO YOUR BOSS. USE THE 8 PARTS GIVEN ON THE ACTIVITY SHEET. REMEMBER, BE NEAT AND HAVE YOUR LETTER IN GOOD FORM.

HO 26

ACTIVITY 1: THINKING THROUGH THE JOB INTERVIEW PROCEDURE

NAME________________________________

DATE________________________________

THE JOB INTERVIEW PROCEDURE

DIRECTIONS: There are only 3 things in this list of things that you are not to do on a job interview. Can you find the 3? Write the numbers of the 3 that do not belong in the list at the bottom of the page.

1. Be sure you look neat and clean.
2. Wear clothes that are not too loud and not too plain.
3. Take along your personal data sheet to help you answer questions.
4. Be sure you want to work there before you go for the interview.
5. If you decide you don't want to work there, just don't show up for your appointment. They won't miss you.
6. Introduce yourself to the receptionist and tell why you are there.
7. Fill out application neatly and completely if they give you one.
8. Wait patiently after you give the application to the receptionist.
9. Smile at the person who interviews you.
10. You can sit any way you wish while the interviewer talks to you. You can even put your feet on the desk.
11. Let the interviewer talk most of the time but answer the questions with clear statements.
12. Convince the interviewer that you are the person for the job.
13. Let the interviewer end the discussion.
14. Thank the interviewer.
15. Tell the interviewer that he or she will be sorry if you are not hired.

THE PARTS THAT DO NOT BELONG ARE: (a)_____ (b)_____ (c)_____

Fred: What did the cow say when she swallowed a lemon?
June: Oh no! Now my milk will be sour.

HO 27

ACTIVITY 2: UNDERSTANDING JOB INTERVIEW "DO'S" AND "DON'TS"

NAME________________________________

DATE________________________________

DIRECTIONS: Choose the best answer to the following ideas about the Job Interview. Write the letter of the best answer on the line before the number.

_____ 1. Check the mirror before you go to the interview to see that you have:
  a. the latest and wildest clothes you can find.
  b. clothes that are neither too plain nor too mod.

_____ 2. Be sure you have:
  c. clean hands and fingernails.
  d. money in your pocket to jingle.

_____ 3. Plan to:
  e. take three or four friends with you.
  f. be ten minutes early.

_____ 4. When you arrive:
  g. go in quietly and sit alone so no one will notice you.
  h. introduce yourself to the receptionist and tell her why you are there.

_____ 5. If you are given an application form:
  i. answer as many questions as you can from memory but don't look at your personal inventory. That would be cheating.
  j. answer the questions completely and use the personal inventory.

_____ 6. When you finish with the application:
  k. hide the application under your coat.
  l. give the application back to the person who gave it to you.

_____ 7. When the interviewer calls you in:
  m. you should smile and introduce yourself.
  n. excuse yourself and go to the restroom.

_____ 8. Sit near to the interviewer in a:
  o. stiff, straight position.
  p. comfortable, straight position.

_____ 9. Look at the interviewer:
  q. to show the interviewer you are interested in what is being said.
  r. to see if the interviewer is honest.

Police Officer: Don't you realize you were driving down a one-way street?
Fred: I was only driving one way, Sir.
Officer: Didn't you see the arrows?
Fred: Arrows!? I didn't even see the Indians.

Next Page

_____10. Let the interviewer be in charge and ask the questions:
s. because the interviewer is smarter than you are.
t. because the interviewer wants to find out what kind of a worker you are.

_____11. The interviewer will ask you questions such as:
u. what training have you had for this job?
v. how much money will you save each month?

_____12. You should be sure to let the interviewer know:
w. all the bad things about your last job.
x. why you are a good person for this job.

_____13. When the interviewer ends the interview:
y. thank the person courteously and ask when you will hear the decision.
z. tell the person you want to know now if you got the job or you won't take it.

Greg: If something is yellow and looks like a banana and smells like a banana and tastes like a banana, how do you know if it's really a banana?
Mort: Listen and see if it makes a noise like a banana.

HO 28

ACTIVITY 3: DOING A JOB INTERVIEW WORD SCRAMBLE

NAME____________________________

DATE____________________________

DIRECTIONS: Unscramble the letters to make words that have to do with the job interview. You will find these words listed below.

1. limes ____________
2. knsaht ____________
3. boj _____
4. tipaponetmn a________________
5. leary ____________
6. ditnrecou __________________
7. nlcae ______________
8. sopelrna / taad / thees ______________________________
9. tane ____________
10. sitnoeqsu q_________________
11. riweitnve i_________________
12. wearns a_______________
13. catpeine p______________
14. palnoitacpi a____________________
15. ttiieercpons r_____________________

neat
application
personal data sheet
appointment
receptionist

questions
early
interview
introduce
smile

patience
answer
job
thanks
clean

Paul: Waiter, how did this fly get in my soup?
Jeff: I guess it flew in, Sir.

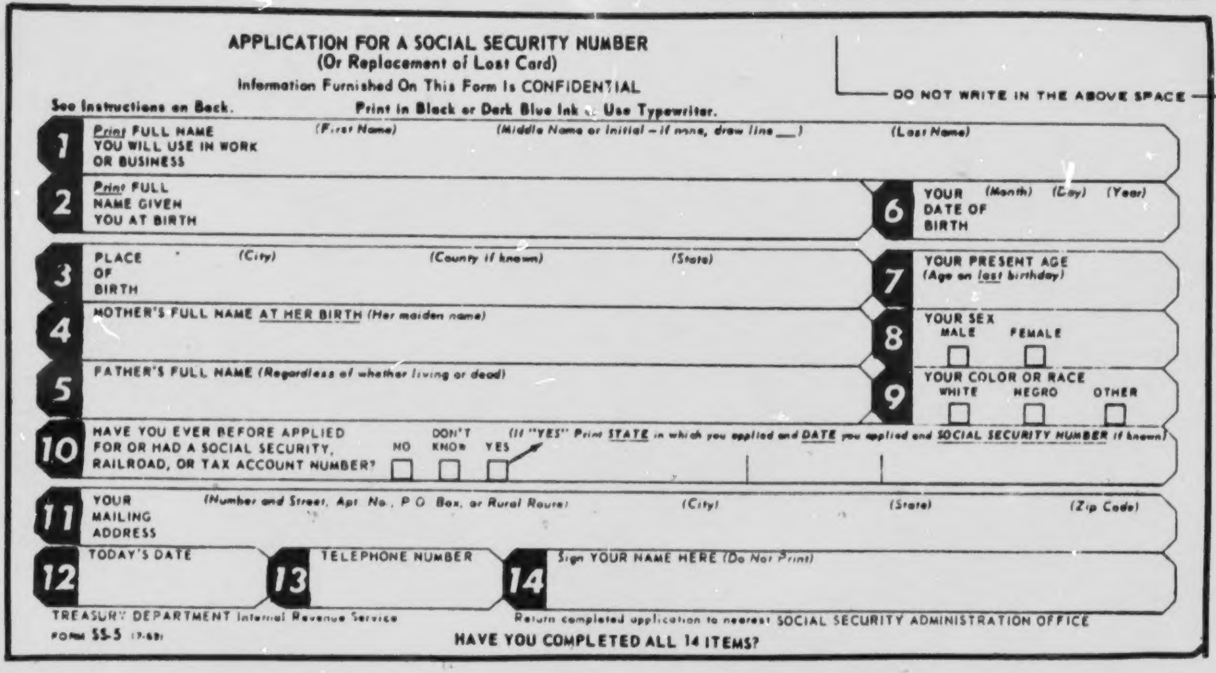
HO 29

ACTIVITY 1: FILLING OUT A SOCIAL SECURITY APPLICATION

NAME______________________________

DATE______________________________

This is the front of the form.



APPLICATION FOR A SOCIAL SECURITY NUMBER
(Or Replacement of Lost Card)
Information Furnished On This Form Is CONFIDENTIAL

DO NOT WRITE IN THE ABOVE SPACE

See Instructions on Back.
Print in Black or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial – if none, draw line ___) (Last Name)

2 Print FULL NAME GIVEN YOU AT BIRTH

6 YOUR DATE OF BIRTH (Month) (Day) (Year)

3 PLACE OF BIRTH (City) (County if known) (State)

7 YOUR PRESENT AGE (Age on last birthday)

4 MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)

8 YOUR SEX MALE ☐ FEMALE ☐

5 FATHER'S FULL NAME (Regardless of whether living or dead)

9 YOUR COLOR OR RACE WHITE ☐ NEGRO ☐ OTHER ☐

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO ☐ DON'T KNOW ☐ YES ☐ (If "YES" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)

11 YOUR MAILING ADDRESS (Number and Street, Apt. No., P.O. Box, or Rural Route) (City) (State) (Zip Code)

12 TODAY'S DATE

13 TELEPHONE NUMBER

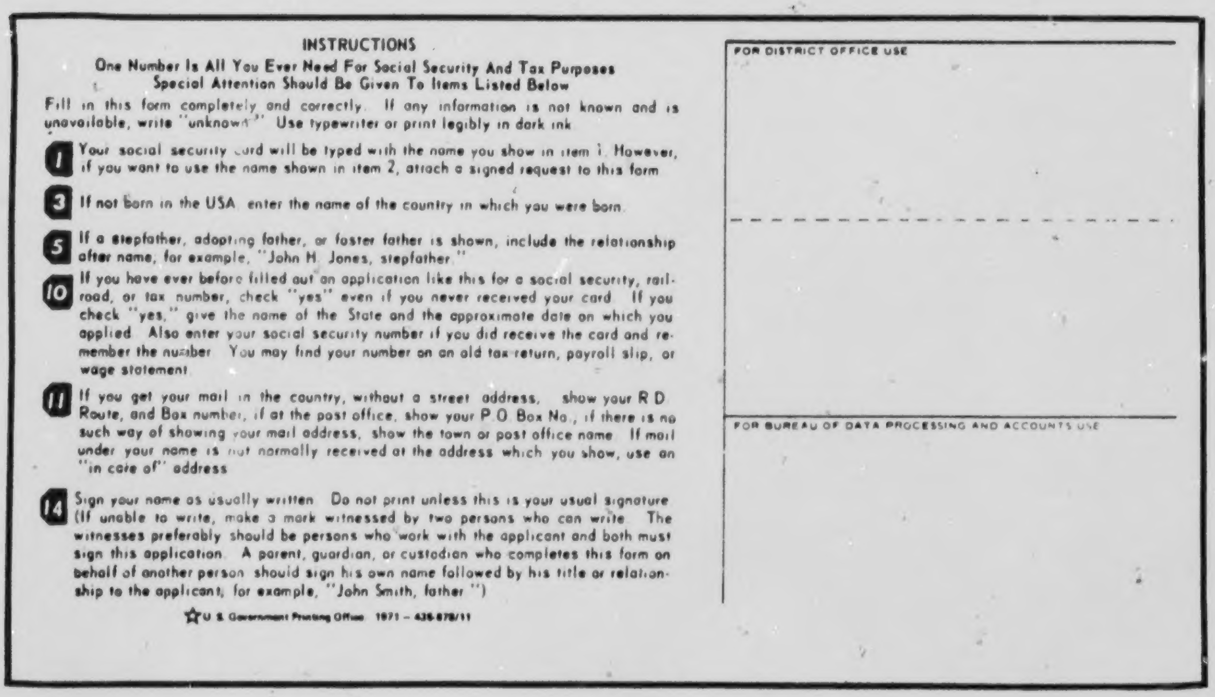
14 Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service
FORM SS-5 (7-68)

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

HAVE YOU COMPLETED ALL 14 ITEMS?

This is the back of the form.



INSTRUCTIONS
One Number Is All You Ever Need For Social Security And Tax Purposes
Special Attention Should Be Given To Items Listed Below

Fill in this form completely and correctly. If any information is not known and is unavailable, write "unknown." Use typewriter or print legibly in dark ink

1 Your social security card will be typed with the name you show in item 1. However, if you want to use the name shown in item 2, attach a signed request to this form

3 If not born in the USA enter the name of the country in which you were born.

5 If a stepfather, adopting father, or foster father is shown, include the relationship after name, for example, "John H. Jones, stepfather."

10 If you have ever before filled out an application like this for a social security, railroad, or tax number, check "yes" even if you never received your card. If you check "yes," give the name of the State and the approximate date on which you applied. Also enter your social security number if you did receive the card and remember the number. You may find your number on an old tax return, payroll slip, or wage statement.

11 If you get your mail in the country, without a street address, show your R.D. Route, and Box number; if at the post office, show your P.O. Box No.; if there is no such way of showing your mail address, show the town or post office name. If mail under your name is not normally received at the address which you show, use an "in care of" address

14 Sign your name as usually written. Do not print unless this is your usual signature. (If unable to write, make a mark witnessed by two persons who can write. The witnesses preferably should be persons who work with the applicant and both must sign this application. A parent, guardian, or custodian who completes this form on behalf of another person should sign his own name followed by his title or relationship to the applicant, for example, "John Smith, father.")

☆U.S. Government Printing Office: 1971 – 436-878/11

FOR DISTRICT OFFICE USE

FOR BUREAU OF DATA PROCESSING AND ACCOUNTS USE

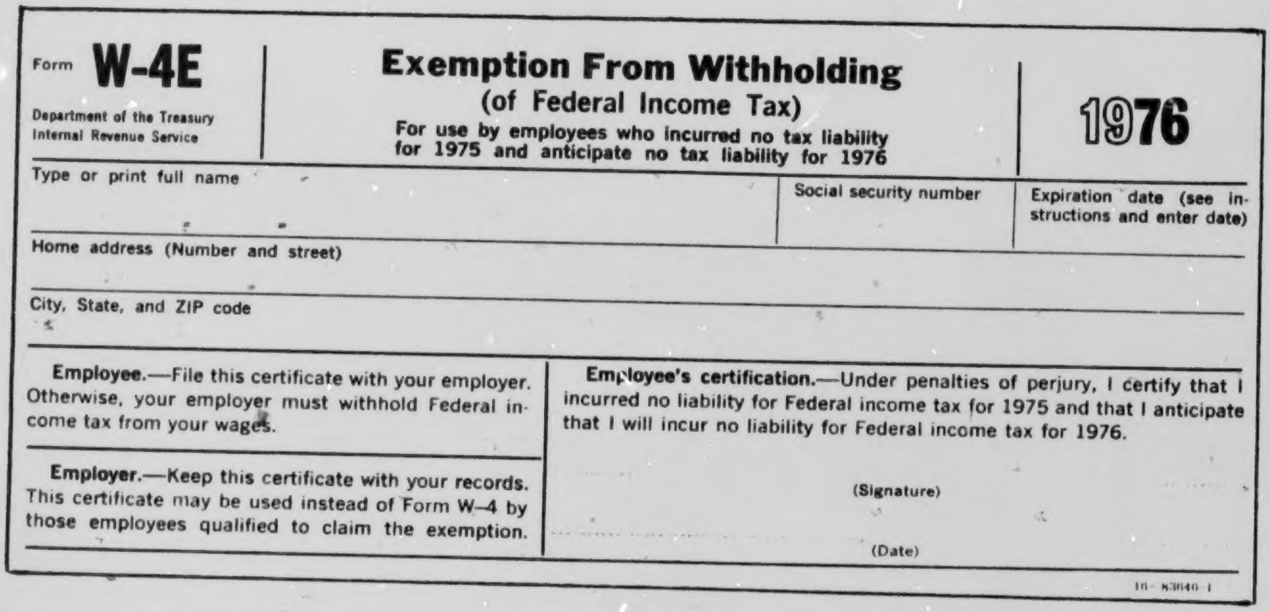
HO 30

ACTIVITY 2: FILLING OUT A W-4E EXEMPTION FROM WITHHOLDING FORM

NAME________________________________

DATE________________________________

DIRECTIONS: FILL OUT THE FORM BELOW. BE SURE IT IS NEAT AND CORRECT.



Form **W-4E**
Department of the Treasury
Internal Revenue Service

Exemption From Withholding
(of Federal Income Tax)
For use by employees who incurred no tax liability for 1975 and anticipate no tax liability for 1976

1976

Type or print full name	Social security number	Expiration date (see instructions and enter date)
Home address (Number and street)		
City, State, and ZIP code		

Employee.—File this certificate with your employer. Otherwise, your employer must withhold Federal income tax from your wages.

Employer.—Keep this certificate with your records. This certificate may be used instead of Form W-4 by those employees qualified to claim the exemption.

Employee's certification.—Under penalties of perjury, I certify that I incurred no liability for Federal income tax for 1975 and that I anticipate that I will incur no liability for Federal income tax for 1976.

(Signature)

(Date)

16-83840-1

H O 31

ACTIVITY 3: ORDERING MATERIALS THROUGH THE CATALOG

NAME ______________________________

DATE ______________________________

DIRECTIONS: ORDER THE FOLLOWING ITEMS FOR THE OFFICE:

1 Confidential File
3 Vertical Separators
2 Multi-Tier Desk Trays (3 letter tray)
1 doz. Gem Paper Punches (be careful there)

Explanation of words in columns:
Quantity--How many items
Catalog Number--Under each picture
Page Number--Right hand corner of page in catalog
Description--Name of the item
Each--How much for one
Total--Sum of items if more than 1
Sub-Total--Add the last column
Tax--Find 5% of last amount
Total--Add sub-total and tax

You work at: Morgan Accountants
1417 S. 9th
Almwood, IL 64444

Bill the same address.

ORDER BLANK

SUPPLY & EQUIPMENT CO.
801 PERRYSVILLE AVENUE
DANVILLE, ILLINOIS 61832
PHONE (217) 442-1546

Date ____________________

Charge to: ____________________
Address: ____________________
________________ (Zip Code)

Ship to: ____________________
Address: ____________________
________________ (Zip Code)

Order by Name of Product as Well as Stock Number

Ordered by: ____________________
Signature

QUANTITY	CATALOG NUMBER	PAGE NUMBER	DESCRIPTION	EACH	TOTAL
				SUB-TOTAL	
				5% TAX	
				TOTAL	

BankAmericard
No. ____________________ Expiration Date __________
Master Charge
4-digit Inter-Bank No. ________ No. ________________ Expiration Date __________

Illinois Residents ONLY 5% Sales Tax

☐ Check in the amount of $____________ to cover order, and approximately 15% for postage and insurance.

HO 32

ACTIVITY 4: USING TIME CARDS AND TIME SHEETS

DIRECTIONS: FILL IN THE TIME SHEET WITH THE TIMES LISTED BELOW.

		IN	OUT	
Sunday	--	11:30 A.M.	1:30 P.M.	- Oct. 11
Monday	--	3:00 P.M.	5:30 P.M.	- Oct. 12
Tuesday	--	5:45 A.M.	7:00 A.M.	- Oct. 13
Wednesday		OFF		- Oct. 14
Thursday	--	7:10 P.M.	8:25 P.M.	- Oct. 15
Friday	--	11:00 A.M.	1:00 P.M.	- Oct. 16
Saturday		OFF		

TIME SHEET

NAME ______________________________

BEGINNING DATE ______________________

			Total Time	
	IN	OUT	HRS.	MIN.
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

How many hours during the week did you work? ____________

How much would you earn if you make $2.30 an hour? ______________

Elmer: Waiter, there's a fly in my chop suey.

Waiter: That's nothing, Sir. Wait till you see what's in your fortune cookie.

H O 33

ACTIVITY 1: PUTTING FIRST THINGS FIRST

NAME______________________________

DATE______________________________

DIRECTIONS:
1. DO YOU HAVE A FRIEND WITH YOU? BOTH OF YOU WILL LISTEN TO THE TAPE TOGETHER.
2. STOP THE RECORDER AFTER EACH SET OF ANSWERS.
3. WHICH OF THE THREE ANSWERS DO YOU DECIDE IS THE BEST ANSWER FOR YOU? MARK A "1" BY THE BEST ANSWER, A "2" BY YOUR SECOND CHOICE, AND A "3" BY YOUR LAST CHOICE.
4. DO NOT TALK TO EACH OTHER ABOUT YOUR ANSWERS NOW. THERE ARE NO RIGHT OR WRONG ANSWERS. THINK ABOUT THE CHOICES CAREFULLY.

A. ____a. ____b. ____c.	B. ____a. ____b. ____c.	C. ____a. ____b. ____c.	D. ____a. ____b. ____c.	E. ____a. ____b. ____c.	F. ____a. ____b. ____c.
G. ____a. ____b. ____c.	H. ____a. ____b. ____c.	I. ____a. ____b. ____c.	J. ____a. ____b. ____c.	K. ____a. ____b. ____c.	L. ____a. ____b. ____c.
M. ____a. ____b. ____c.	N. ____a. ____b. ____c.	O. ____a. ____b. ____c.	P. ____a. ____b. ____c.	Q. ____a. ____b. ____c.	R. ____a. ____b. ____c.
S. ____a. ____b. ____c.	T. ____a. ____b. ____c.	U. ____a. ____b. ____c.	V. ____a. ____b. ____c.	W. ____a. ____b. ____c.	X. ____a. ____b. ____c.
Y. ____a. ____b. ____c.					

DIRECTIONS:
5. TELL YOUR FRIEND WHY YOU DECIDED ON YOUR ANSWERS THE WAY YOU DID.
6. LISTEN TO YOUR FRIEND'S ANSWERS.
7. ON THE FIRST LINE BELOW, MENTION A PROBLEM YOU HAVE HAD IN YOUR LIFE.
8. ON THE NEXT THREE LINES (a, b, c), LIST THE THREE CHOICES YOU HAD.
9. AGAIN MARK YOUR CHOICES 1, 2, and 3.

7. ____

9.____a. 8. ____

____b. ____

____c. ____

HO 34

ACTIVITY 2: DECIDING WHAT VALUES ARE MOST IMPORTANT

NAME________________________________

DATE________________________________

DIRECTIONS: TALK TO YOUR FRIEND ABOUT EACH OF THE 24 PEOPLE. DECIDE TOGETHER WHICH 6 PEOPLE SHOULD LIVE. GIVE A REASON FOR DECIDING WHY EACH SHOULD LIVE AND WRITE IT ON THE LINE.

	Person	Reason
1.		
2.		
3.		
4.		
5.		
6.		

Bill: What goes MOOZ?
Jill: A jet flying backwards.

HO 35

ACTIVITY 3: DECIDING WHAT IS IMPORTANT (VALUES)

NAME ______________________________

DATE ______________________________

DIRECTIONS: TAKE THE TEN CARDS FROM THE ENVELOPE IN PACKET 7 MARKED "VALUE SYMBOLS."

a. Talk with your friend about each of the cards. Think of at least two ideas that each card gives you. For example, the gun might mean danger. It also might mean protection. A toy gun could even mean fun for a child.

b. Then one of you put the cards in the order of their importance (their value) to you. The other will watch. Discuss with your friend reasons for rating the value symbols as you do.

c. When you have the cards in the order you want them, write the order below. Remember number 1 is most important to you. Number 2 is second in importance and so on. Number 10 is least important.

d. After you write down the order, give the cards to your friend. Watch your friend put the cards in order from most important to least important. Listen to your friend's reasons for putting the cards in order as your friend chooses.

ORDER OF IMPORTANCE TO ME:

1. ______________________
2. ______________________
3. ______________________
4. ______________________
5. ______________________
6. ______________________
7. ______________________
8. ______________________
9. ______________________
10. ______________________

Oliver: Why do witches ride on brooms?
Harry: Vacuum cleaners are too heavy.

HO 36

ACTIVITY 4: BEING AN HONEST WORKER IS A NO. 1 REQUIREMENT

NAME______________________________

DATE______________________________

DIRECTIONS: Mark H BEFORE THE STATEMENTS WHICH SHOW HONEST ACTIONS OF WORKERS. MARK D BEFORE THOSE ACTIONS WHICH ARE PROBABLY DISHONEST ACTIONS.

___ 1. Martha always gets to her desk at least five minutes before she is to begin working.

___ 2. Paul uses supplies from his office to send out notices to his bowling team members.

___ 3. There is $3.50 more in the cash register than there should be but Marva leaves it there and makes a note of it.

___ 4. John cooks six shrimp, serves five and eats one.

___ 5. Mabel goes to the coffee shop for her coffee break; she always tries to get back a minute or two early.

___ 6. Since Marie cannot possibly get to work on time, Paula punches the time clock for her.

___ 7. Lee is afraid to tell his boss that he broke an expensive tool so he tells the boss Bob broke it.

___ 8. Harry calls his girl long distance every Wednesday evening before he leaves the office.

___ 9. Heather returns a pencil she picked up by mistake.

___10. Jim puts ten gallons of gasoline in his girl friend's car but only charges her for six gallons.

___11. Ralph calls in sick because he wants to work on his car.

___12. Lisa works very hard even when the supervisor is no where in sight.

Sally: What gets wet as it dries?
Susie: A towel.

HO 37

ACTIVITY 5: IDENTIFYING VALUES

NAME______________________________

DATE______________________________

DIRECTIONS: CHOOSE A FRIEND TO WORK WITH WHO HAS NOT DONE THIS ACTIVITY.
READ THE STORIES ABOUT THE THREE PEOPLE.
TRY TO DECIDE THE VALUES OF EACH OF THESE PEOPLE.
HELP THEM CHOOSE THE FOLLOWING:

	JANET Homemaker	DAVID Sportscar racer	GEORGE Barber	YOU
What kind of a new car would each buy?				
Who would each have voted for for President of U.S.?				
ere would each spend a vacation?				
What part of the newspaper does each like best?				
What magazine will each subscribe to?				
What T.V. program might be a favorite?				
Where might each invest money?				
Where might each spend a Saturday evening?				
w might each spend a holiday?				
Name a favorite movie of each.				

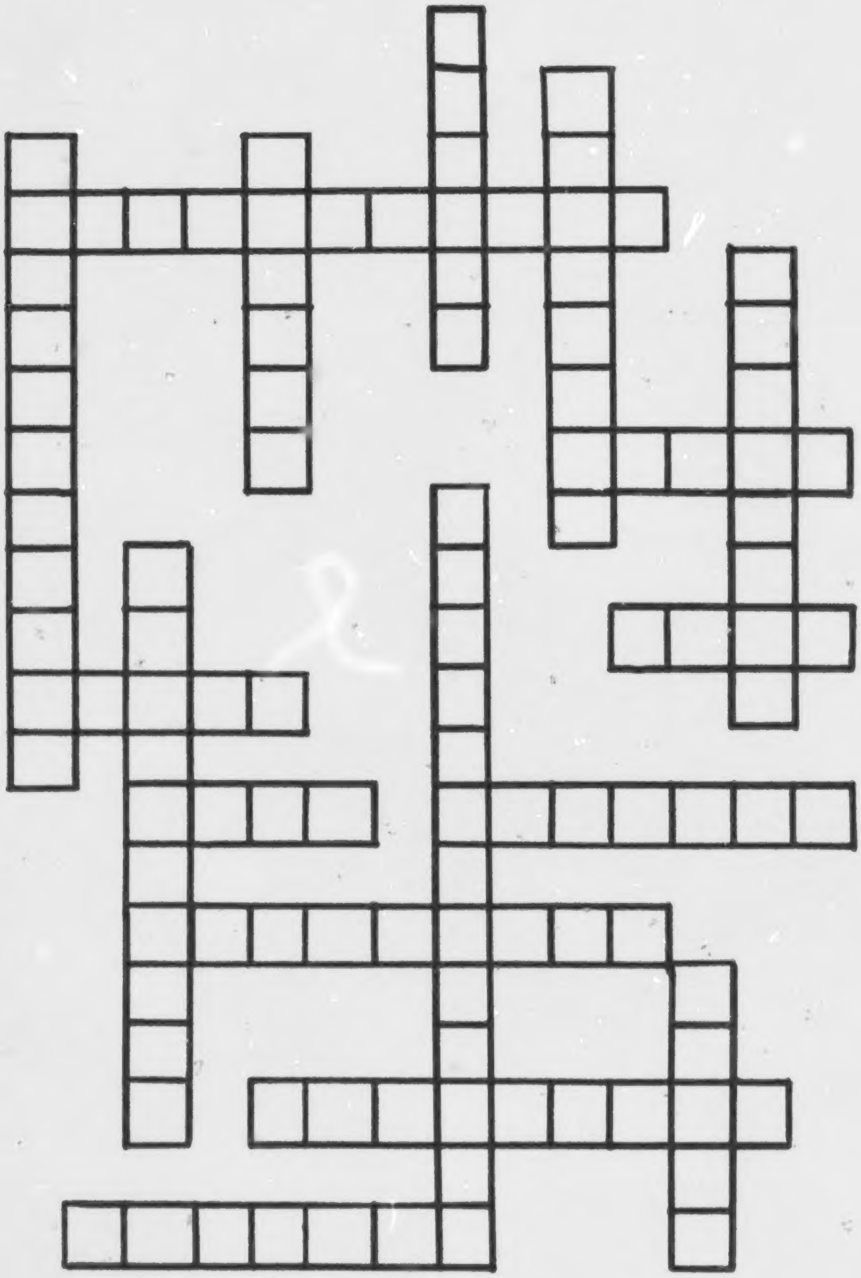
HO 38

ACTIVITY 6: UNDERSTANDING VALUES EMPLOYERS HOLD TO BE IMPORTANT FOR WORKERS

NAME____

DATE____

DIRECTIONS: PUT THE WORDS IN THE RIGHT PLACES IN THE PUZZLE. (HINT: THERE IS ONLY ONE WORD THAT HAS 13 LETTERS AND ONLY ONE WORD THAT HAS 10 LETTERS. WHERE WOULD THEY GO?) GOOD LUCK!



4-letter words
-neat
-kind

5-letter words
-happy
-truth
-loyal

6-letter words
-on time
-honest

7-letter words
-helping
-sincere

8-letter words
-pleasant
-reliable

9-letter words
-ambitious
-agreeable

10-letter word
-dependable

11-letter words
-trustworthy
-responsible

13-letter word
-understanding

HO 39

ACTIVITY 1: RANKING FEELING WORDS AS POSITIVE OR NEGATIVE

NAME________________________

DATE________________________

proud
cruel
happy
free
sad

selfish
beautiful
bored
hate
playful

anger
childish
cooperate
kind
guilt

joy
lonely
trapped
confused
desire

fear
weak
cold
determined
love

DIRECTIONS: LOOK AT THE WORDS ABOVE. DECIDE IF EACH WORD HAS A NEGATIVE OR POSITIVE FEELING.

List the positive (good) feelings:

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________
6. ____________________
7. ____________________
8. ____________________
9. ____________________
10. ____________________
11. ____________________

List the negative (bad) feelings:

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________
6. ____________________
7. ____________________
8. ____________________
9. ____________________
10. ____________________
11. ____________________
12. ____________________
13. ____________________
14. ____________________

Dick: Why didn't the corn like the farmer?
Jane: Because he kept pulling it s ear.

HO 40

ACTIVITY 2: TALKING ABOUT THINGS I LIKE TO DO

NAME________________________________

DATE________________________________

DIRECTIONS: 1. IN THE FIRST COLUMN, WRITE THE 15 THINGS YOU LIKE TO DO MOST.

THINGS I LIKE TO DO	A=Alone P=With People	Rank
1. ________________________________	___	__
2. ________________________________	___	__
3. ________________________________	___	__
4. ________________________________	___	__
5. ________________________________	___	__
6. ________________________________	___	__
7. ________________________________	___	__
8. ________________________________	___	__
9. ________________________________	___	__
10. ________________________________	___	__

2. IN THE SECOND COLUMN MARK "A" IF YOU LIKE TO DO THAT THING ALONE OR IF YOU LIKE TO DO IT WITH OTHER PEOPLE, WRITE "P."

3. THEN DECIDE WHICH 5 THINGS YOU LIKE TO DO BEST. RANK THESE 5 IN THIS ORDER:

I like to do:

1 (the best)
2 (next best)
3 (third best)
4 (fourth best)
5 (fifth best)

Knock, knock.
Who's there?
Hatch.
Hatch Who?
God Bless You.

H O 41

ACTIVITY 3: UNDERSTANDING WHAT MY NEEDS ARE

NAME______________________________

DATE______________________________

DIRECTIONS: WRITE DOWN THE THINGS THAT ARE IMPORTANT TO YOU:

Things you cannot buy:

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________

Which one is most important to you?

____

Do you have it now? Yes No

Things that cost money:

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________

Which one is most important to you?

____

Do you have it now? Yes No

Paul: Why did the cowboy hook his horse to the telephone pole?
Joe: Because he thought if he lost his horse he could still get Long Distance!

HO 42

ACTIVITY 4: BEING ABLE TO SAY KINDLY THAT YOU DO NOT LIKE SOMETHING

NAME______________________________

DATE______________________________

DIRECTIONS: IF YOU DON'T LIKE SOMETHING HOW SHOULD YOU SAY IT? DECIDE WHICH IS BETTER, "a" or "b." WRITE THAT LETTER ON THE LINE BEFORE THE NUMBER.

_____ 1. The boss asks you to work late and you have a date. You should say:

- a. "You can't expect me to stay. I'm busy."
- b. "Mrs. Coy, I am very sorry. I would like to stay but I have a date."

_____ 2. A co-worker tells you that you are not doing your part of the job. You should say:

- a. "Mind your own business!"
- b. "I'm sorry. I really don't understand what I'm doing wrong. Will you help me do better?"

_____ 3. A co-worker tells you that you are not doing your job. You think you are so you say:

- a. Please be patient with me while I try to do my best.
- b. "Shut up! I don't want to hear it from you!"

_____4. Your friend tells you that some co-workers are gossiping about you. You should say to them:

- a. "You people make me sick! Why don't you look at yourselves?"
- b. "I really do not appreciate the things you are saying. I'm hurt to think you would even think those things. Let's forget it, shall we?"

_____ 5. Your teacher accuses you of cheating, which you were not doing. You say to the teacher:

- a. "Mr. Harris, you thought you saw me cheating. It may have looked that way, but honestly, I was not. Please, believe me!"
- b. "Mr. Harris, you did not see me! I'm going to the principal right now!"

Jean: Why did the elephant get thrown out of the pool?
Gary: Because he didn't have his trunks on.

HO 43

ACTIVITY 5: PRACTICING SELF-CONTROL WHEN ANGRY

NAME______________________________

DATE______________________________

DIRECTIONS: WRITE "YES" BEFORE THE STATEMENTS WHICH SHOW SELF-CONTROL.

WRITE "NO" BEFORE THE STATEMENTS THAT DO NOT SHOW SELF-CONTROL.

______ 1. When John sees Mike with his girlfriend, John punches Mike in the nose.

______ 2. Mabel is working as fast as she can. The boss tells Mabel to work even faster. She throws down her gloves, stomps her feet, and yells, "What do you think I am anyway? Take your old job!"

______ 3. Several people complained about Alice's work. She felt herself getting more and more angry. She went to the storeroom and tried to relax a minute. Then she went back to work.

______ 4. Hank washed part of the tables, and was about ready to leave. The manager called him back to finish. He thought at first he would leave and just not do it. Instead, he clenched his fists hard and went to get a cloth.

______ 5. Rosa's favorite TV show is about to start. Her mother calls her to go to the corner store for groceries. There is a big hassle and both Rosa and her mother are angry. Rosa wants to scream at her mother. Instead she slams the door and runs as fast as she can to the store.

______ 6. Mark asks the boss very kindly if he can go home early on his birthday next Thursday. The boss has had a bad morning and he says "NO." Mark is very hurt and disappointed because there is not a good reason. He wants to argue. He decides to wait and ask the boss again at a better time.

______ 7 Marian loves to cause trouble for everyone. Peggy has about all she can take when Marian acts again. It is hard to believe all the things that girl does! She needs to be told to "shape up" and Peggy wants to do that herself! And so she does. Peggy yells and screams and says things she wishes later she had not said.

______ 8. Aaron Smith's six dogs bark all day and sometimes at night. Tonight he is away. Their barking keeps you awake. You want to call the police. Instead you get up, get a glass of milk, and decide to call Mr. Smith tomorrow.

My twin sister is so mixed up. She can't remember when my birthday is.

HO 44

ACTIVITY 6: LEARNING TO ACCEPT HELPFUL CRITICISM

NAME______________________________

DATE______________________________

DIRECTIONS: BELOW ARE THREE COLUMNS FOR THREE DIFFERENT PEOPLE.

1. THE FIRST COLUMN IS FOR YOU TO FILL OUT.
2. YOUR FRIEND WILL THINK ABOUT YOU AND FILL OUT THE SECOND COLUMN.
3. THEN YOU WILL HAVE YOUR TEACHER FILL OUT THE THIRD COLUMN.

THE THREE OF YOU WILL DISCUSS YOUR ANSWERS. BE SURE TO BE VERY HONEST.

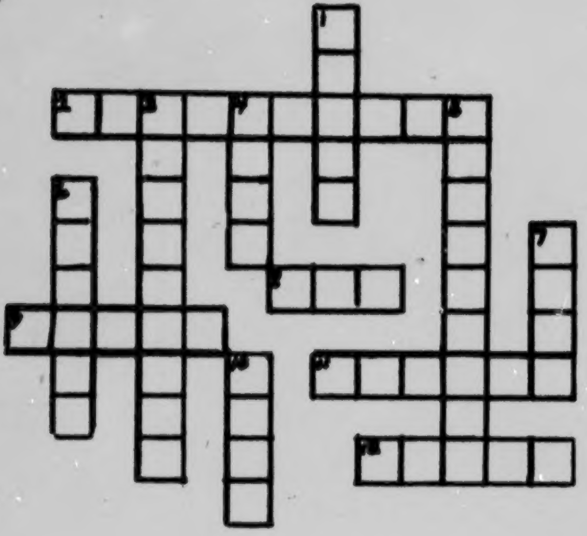
	ME			MY FRIEND			MY TEACHER		
	Always	Sometimes	Never	Always	Sometimes	Never	Always	Sometimes	Never
1. I can easily talk to people my age.									
2. I can talk with adults easily.									
3. I can tell jokes and stories well.									
4. I can talk others into doing what I want to do.									
5. I tell the truth in all situations.									
6. I can settle an argument between two friends.									
7. I can understand how other people feel.									
8. It is easy for me to cooperate.									
9. I can follow directions given by other people.									
10. I can get other people organized to get a task done.									
11. I can see both sides of an argument.									
12. I try to do a good job in whatever I do.									
13. I am always on time.									
14. I accept responsibility for mistakes I make.									
15. I make good use of my time in class.									
16. I always say good things about other people.									

H O 45

Activity 7: Quitting a Job the Right Way

NAME______________________________

DATE______________________________



think
change
weeks
good

supervisor
real
school
like

pay period
job
sorry
reference

DIRECTIONS: DECIDE WHICH OF THE ABOVE WORDS FINISHES THE SENTENCE. THEN PUT THAT WORD IN THE PUZZLE AT THE RIGHT NUMBER.

a. One reason you may want to quit your job is if you get a better (8) .

b. Or you may decide to go to (6) in another town.

c. Sometimes you try to (7) a job but, as hard as you try, you still are unhappy there.

d. When you feel you must quit, be sure to tell your (2) first.

e. Give a reason why you are quitting. Make sure it is the (4) reason. Be honest.

f. You should let your supervisor know you are quitting at least one (3) in advance.

g. That might be 2 or 4 (12) before you actually quit.

h. When you leave a job, you want the boss to feel (10) about you.

i. If you walk out on a job (quit) when something bad happens, you may be (9) later.

j. You might want this boss to be a (5) for you when you apply for another job.

k. It is better to (1) about a situation for a day or two before you tell your supervisor anything.

l. You might (11) your mind.

Mildred: What has 2 eyes but never crys?
Michael: Two needles.

HO 46

Activity 8: Understanding That Other People Have Feelings Too

NAME____________________________

DATE____________________________

DIRECTIONS: READ ABOUT THE FOLLOWING PEOPLE. WHICH OF THE THREE FEELINGS DESCRIBES THE PERSON'S FEELING BEST? WRITE THAT WORD ON THE LINE.

___________ 1. How would most mothers feel if their 15-year-old came home 6 hours late?
(happy, worried, thrilled)

___________ 2. When a worker does not show up for work, how may the boss feel?
(guilty, angry, bored)

___________ 3. You shovel the walk for an old lady who can hardly walk. And no one told you either. How does the old lady feel toward you?
(sad, confused, grateful)

___________ 4. All the girls in dance club are always talking and laughing; that is, everyone except the new girl, Marcie. How does Marcie feel?
(lonely, proud, guilty)

___________ 5. When Mrs. Smith had a birthday, the neighborhood kids had 6 red roses delivered to her house. How did she feel?
(childish, trapped, overjoyed)

___________ 6. When all the kids in class will not quiet down even when told several times, how does the teacher feel?
(frustrated, free, bored)

___________ 7. The corner of Amy's coat was hanging outside her locker. Someone pulled on it and tore the coat in shreds. How does Amy feel?
(lonely, guilty, angry)

___________ 8. When Thomas won his first swimming medal, how did he feel?
(proud, selfish, lonely)

___________ 9. Marty asked the boss for a night off so he could go to the basketball game. Even though he could not find a substitute he insisted on going. The boss had to find the sub. How did the boss feel?
(disappointed, happy, afraid)

___________ 10. How should Marty feel since he went to the game when the boss did not want him to go?
(disgusted, guilty, afraid)

___________ 11. You decide to go with a friend instead of walking Billy, your five year old nephew home. How might Billy feel since it is 10 P.M. and he is not sure where your house is?
(afraid, guilty, cruel)

___________ 12. You take time each day to visit with each of the members of your family about something other than problems. How does it make them feel?
(trapped, playful, pleased)

HO 47

ACTIVITY 1: CHANGING NEGATIVE ACTIONS TO POSITIVE ACTIONS

DIRECTIONS: LISTEN TO TAPE NO. 5. FOLLOW ALONG WITH THE NARRATIVE, "CHANGING NEGATIVE ACTIONS TO POSITIVE ACTIONS" (PACKET 9). YOU WILL HEAR EXAMPLES OF WORKERS WHO NEED TO CHANGE THEIR NEGATIVE ACTIONS TO POSITIVE ACTIONS.

NAME______________________________

DATE______________________________

AFTER YOU LISTEN TO EACH EXAMPLE, STOP THE TAPE. FIND THE NEGATIVE ACTION IN THE LEFT-HAND COLUMN WHICH THE WORKER SHOWED. WRITE THAT NUMBER. THEN WRITE THE SENTENCE THAT TELLS WHAT THE POSITIVE ACTION SHOULD BE.

NEGATIVE ACTIONS	POSITIVE ACTIONS
1. Does not smile much.	1. Smiles easily and is pleasant.
2. Does not want to change.	2. Is willing to change when such a change would be more suitable.
3. Does not try to see the other person's point of view.	3. Tries to see another's point of view.
4. Complains about many things.	4. Does not complain about most things.
5. Tries to blame others for your mistakes.	5. Is willing to admit own mistakes.
6. Criticizes others for what they do.	6. Does not often criticize others.
7. Cares only about yourself.	7. Cares about others and is helpful.
8. Cannot look the other person in the eye when talking.	8. Looks the other person in the eye when talking and acts interested in what is being said.
9. Tries to force others to believe as you do.	9. Respects ideas and opinions of others.
10. Often makes excuses about many things.	10. Does not make excuses.
11. Has few interests and acts bored.	11. Has many interests and engages in a variety of activities.

	NEGATIVE ACTION	POSITIVE ACTION
EXAMPLE A:	#_____	____
EXAMPLE B:	#_____	____
	#_____	____
EXAMPLE C:	#_____	____
EXAMPLE D:	#_____	____
EXAMPLE E:	#_____	____
	#_____	____
EXAMPLE F:	#_____	____

HO 48-a

ACTIVITY 2: SEEING SOME OF MY ABILITIES

DIRECTIONS: READ THE STATEMENT. THEN MAKE AN "X" IN THE COLUMN WHICH DESCRIBES YOU WITH THAT ABILITY.

NAME______________________________

DATE______________________________

READING ABILITY:	Yes	Sometimes	No
Can you read the newspaper comics?			
Can you understand your textbooks?			
Can you read a 12th grade textbook?			
Could you put 100 items in alphabetical order?			
Can you spell correctly most of the words you need to use?			
Can you write so other people can read it?			
MATH ABILITY:			
If an amount was $2.41, could you give a customer the correct change for a $20 bill?			
Could you find the cost for 14 items by adding them together?			
Could you multiply and find the cost of 67 items if you knew that one item cost $.97?			
Could you divide a number by 78?			
Can you do fractions?			
MECHANICAL ABILITY:			
Can you change a back tire on a 10 speed bicycle?			
Can you repair a leaky faucet?			
Can you repair a small appliance such as a toaster?			
Can you follow directions (using a recipe or building a model)?			
Can you type at least 30 words a minute?			

Lil: What did the Beatles say when they saw the avalanche?
Flo: Here come the Rolling Stones.

HO 48-b

ACTIVITY 2: SEEING SOME OF MY ABILITIES

NAME______________________________

DATE______________________________

PHYSICAL ABILITY:	Yes	Sometimes	No
Can you work on the same project for several hours without giving up before you finish?			
Could you lift objects weighing 20 pounds for several hours at a time?			
Are you usually feeling well?			
Can you work where it is very hot or very cold?			
Do you have trouble getting up in the morning?			
Can you understand what is being said even if there are loud noises in the background?			
Do you see as well at night with the lights on as you do in the daytime?			
If you were first at an accident, would you know what to do?			
WORKING ABILITY:			
Do you like being around a lot of people?			
Do you like to talk to old people?			
Can you do things with kids your own age without getting in arguments?			
Could you do what the boss says without arguing?			
Could you leave in the middle of your favorite T.V. show to go to work?			
Are you always on time?			
Do you have good control of your temper?			
Do you like to work?			

Joel: *My dad gave me a turtleneck and a henway.*
Mike: *What's a henway?*
Joel: *About 4 pounds.*

HO 49

ACTIVITY 3: WHAT CAN I DO ABOUT MY LIMITATIONS?

NAME________________________

DATE________________________

DIRECTIONS: LOOK AT SOME LIMITATIONS (WEAK SKILLS) IN THE FIRST COLUMN. THEN FIND ONE ANSWER TO THAT LIMITATION IN THE SECOND COLUMN. WRITE THE LETTER ON THE LINE.

LIMITATION	POSSIBLE ANSWER
If:	You might:
___ 1. you want to sing well,	a. make an appointment with the school counselor.
___ 2. your math needs improvement,	b. ask the teacher for special help.
	c. go to the drug store.
___ 3. you have a problem with your parents,	d. check about voice lessons.
If:	You might:
___ 4. you want to shoot better in basketball,	e. make an appointment at the beauty shop or with the barber.
___ 5. you want to improve the way your hair looks,	f. talk to the algebra teacher or counselor.
	g. practice in the gym every chance you get.
___ 6. you want to change from algebra to general math,	h. do nothing different from what you are doing.
If:	You might:
___ 7. you want to be able to read better,	i. take 2 aspirin and go to bed.
	j. ask a classmate to teach you.
___ 8. you want to learn to knit,	k. go from business to business asking for one.
___ 9. you want a job,	l. talk to the teacher who has special reading classes.
If:	You might:
___ 10. you want to be liked,	m. get a part-time job.
	n. be more interested in other people than in yourself.
___ 11. you want to buy a lot of clothes,	o. get a coke and read 10 comics.
___ 12. you want to be a cheerleader,	p. find a friend and practice routines together.
If:	You might:
___ 13. you want to learn about engines,	q. plan to get there 15 or 20 minutes before the time.
___ 14. you want to learn to be on time,	r. appreciate what others do for you first.
	s. punch the teacher in the nose.
___ 15. you want to be appreciated by others,	t. ask the counselor which class to take.

Joyce: *Why did the telephone operator lose her job?*
Ellen: *Because she had too many hang-ups.*

HO 50

ACTIVITY 4: KEEPING A JOB TAKES WORK

NAME________________________

DATE________________________

DIRECTIONS: LOOK AT THE LIST BELOW. MOST OF THE ITEMS ARE WAYS TO KEEP A JOB. THREE ITEMS ARE THINGS A GOOD WORKER WILL NOT DO. WRITE THE NUMBERS OF THE WRONG THINGS ON THE LINES BELOW.

1. Always be on time to work.
2. Be clean and use a deodorant.
3. Dress in the right way for the job being done.
4. Be friendly with everyone.
5. Smile.
6. Always tell the truth.
7. Be able to listen and remember what is said.
8. Tell the boss what everyone is doing wrong.
9. Be able to take directions.
10. Use your time well.
11. Do the necessary tasks without always being told.
12. Be willing to do even the things that are unpleasant to do.
13. Be agreeable with the other workers.
14. Be helpful to other workers.
15. It is fine if you take a few supplies home now and then from work.
16. Accept suggestions for doing your job better.
17. Ask questions when you are unsure what to do.
18. Act interested in your job.
19. Take sick leave only when you are sick.
20. Tell the boss at least two weeks before you quit a job.
21. Make up excuses if your work does not please the boss.

a. ______

b. ______

c. ______

Delores: What do you get when you cross a black bird and a mad dog?
Evelyn: A raven maniac!

HO 51

ACTIVITY 5: ACCEPTING RULES AS NECESSARY

NAME________________________

DATE________________________

DIRECTIONS: THINK ABOUT THESE RULES:

- home rules
- school rules
- work rules
- street rules

SAY WHAT YOU THINK ABOUT THESE STATEMENTS:

A. The hardest rule for me to follow ________________________

B. A rule that is often broken ________________________

C. Two rules I would love to change

1. ________________________
2. ________________________

D. The rule that protects the most people ________________________

E. A rule I think is the best ________________________

F. Three rules that do not bother me at all

1. ________________________
2. ________________________
3. ________________________

G. A rule that didn't use to bother me but does now

____

H. A rule that does more harm than good ________________________

Hal: Why couldn't the man drink his tea?
Sue: There was a golf ball on it.

HO 52

ACTIVITY 1: WHAT IS A MILLION DOLLARS ANYWAY?

NAME______________________________

DATE______________________________

DIRECTIONS: HOW WOULD YOU SPEND A MILLION DOLLARS? SEE IF YOU CAN. REMEMBER, YOU HAVE TO SPEND IT ALL IN ONE YEAR. NAME THE THINGS YOU WILL BUY.

BE SURE TO SPEND SOME IN EACH OF THESE CATEGORIES:

clothing	shelter	pleasure
food	charities	investments

CLOTHING	AMOUNT	CHARITIES	AMOUNT
________	________	________	________
________	________	________	________
________	________	________	________
________	________	________	________
________	________	________	________
TOTAL		TOTAL	

FOOD	AMOUNT	PLEASURE	AMOUNT
________	________	________	________
________	________	________	________
________	________	________	________
________	________	________	________
________	________	________	________
TOTAL		TOTAL	

SHELTER	AMOUNT	INVESTMENTS	AMOUNT
________	________	________	________
________	________	________	________
________	________	________	________
________	________	________	________
________	________	________	________
TOTAL		TOTAL	

HO 53

ACTIVITY 2: FIGURING LIVING COSTS TO AGE 18

NAME____________________________

DATE____________________________

DIRECTIONS:
1. GET A FRIEND TO WORK ON THIS HO WITH YOU.
2. TOGETHER, FIGURE OUT HOW MUCH IT COSTS TO RAISE A CHILD EACH YEAR. YOU WILL MULTIPLY "AMOUNT" X "TIME" AND PUT IT IN "TOTAL FOR 1 YEAR."
3. TO FIND THE AMOUNT FOR A PERSON 18 YEARS OLD MULTIPLY THE AMOUNT YOU PUT IN "TOTAL FOR 1 YEAR" X THE NUMBER OF YEARS GIVEN. PUT THAT AMOUNT IN "TOTAL FOR 18 YEARS."

NOW THAT'S PRETTY DIFFICULT. WORK TOGETHER. A GREAT BIG CONGRATULATIONS IF YOU GET THE RIGHT ANSWER. GOOD LUCK! (USE BACK OF PAGE FOR ARITHMETIC).

ITEM	AMOUNT		TIME		TOTAL		TOTAL
Food	$2 per day	X	365 days	=		X 18 yrs. =	
Clothing	$15 per month	X	12 months	=		X 18 yrs. =	
Education K-12 (Extra for Training or College)	$2 per month	X	10 months	=		X 13 yrs. =	
Room	$30 per month	X	12 months	=		X 18 yrs. =	
Medical-Dental	$8 per month	X	12 months	=		X 18 yrs. =	
Misc.	$23 per month	X	12 months	=		X 18 yrs. =	
			TOTAL		________	TOTAL	________

How much does it cost to raise one child for one year? ________________

How old are you now? ________

How much has it cost to raise you up to now? (Multiply total for 1 year X your age. Then subtract $100 since you did not have education costs for the first 5 years of your life.) ____________________

Gertrude: What is lighter than a feather but 1,000 men can't pick it up?
Esther: A shadow.

HO 54

Activity 3: Understanding Your Pay Check

NAME ______________________

DATE ______________________

DIRECTIONS: LOOK AT THE CHECK STUB ON ACTIVITY 3 IN PACKET 10. ALSO LOOK AT THE EXPLANATION OF TERMS. ANSWER THESE QUESTIONS ABOUT GRANT'S PAY CHECK.

1. What day was the last working day on the check? ______________
2. How many hours did Grant work? ______________
3. Did he work any overtime? ______________
4. How much did he earn before any taxes were taken out of his check? ______________
5. How much federal taxes did they take out? ______________
6. How much state tax did they take out? ______________
7. How much social security was deducted? ______________
8. Did Grant have to pay for any uniforms? ______________
9. What was the total amount taken out of this check for federal, state, and social security taxes? ______________
10. What has been the total amount taken out of Grant's checks for federal taxes since Jan. 1, 1976? ______________
11. What has been the total amount taken out of Grant's check for state taxes since Jan. 1, 1976? ______________
12. How much social security has been taken out since Jan. 1, 1976? ______________
13. How much has Grant taken home since Jan. 1, 1976? ______________
14. How much has Grant earned since Jan. 1, 1976? ______________
15. How much is his check this time? ______________
16. This was Grant's second check after he started to work. How much was his first check? (Hint: subtract Gross Earnings from Y.T.D. Gross) ______________
17. What is Grant's social security number? ______________

Dick: When is it bad to have a cat follow you?
Opal: When you're a mouse.

HO 55

ACTIVITY 4: BUDGETING MONEY MEANS HAVING MORE THINGS YOU WANT

NAME______________________________

DATE______________________________

DIRECTIONS: YOU JUST RECEIVED YOUR PAYCHECK FOR $40.00. MAKE OUT A BUDGET FOR SPENDING IT. YOU MAY USE SOME OF THE IDEAS BELOW, IF YOU WISH, OR YOU MAY USE YOUR OWN IDEAS. YOU MUST BUDGET SOME ITEMS IN EACH COLUMN. BE SURE TO ONLY SPEND $40.00.

ESSENTIALS	NON-ESSENTIALS	SAVINGS

Suggested ideas:

essentials

- gym socks
- jeans
- hamburger, french fries, coke
- coat
- socks
- repair watch band
- repair bicycle

non-essentials

- magazine
- movie
- yearbook
- bowling
- birthday gift for a friend
- record
- make-up

savings

- savings account
- 2 half dollars for coin collection
- unused stamp for stamp collection
- savings bond

June: What did the big chimney say to the little chimney?
Dot: You're too young to smoke.

HO 56

ACTIVITY 5: DISCOVERING HOW I SPEND MY TIME

DIRECTIONS:
THIS ACTIVITY WILL TAKE ONE WEEK. COLOR THE SQUARES THE COLORS LISTED BELOW THE CHART.

NAME________________________

DATE________________________

Time Chart

	sunday	monday	tuesday	wednesday	thursday	friday	saturday
AM 6							
7							
8							
9							
10							
11							
12							
PM 1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
AM 1							
2							
3							
4							
5							

AT THE END OF THE WEEK, COUNT THE HOURS OF EACH COLOR AND WRITE IT ON THE LINE BESIDE THE COLOR.

sleep (black) _____
eat (yellow) _____
school (green) _____
church (pink) _____
t.v. (blue) _____
play (purple) _____
work (brown) _____
dress (aqua) _____
nothing (white) _____
homework (red) _____
lessons (orange) _____

HO 57

ACTIVITY 6: PLANNING AHEAD

NAME________________________

DATE________________________

DIRECTIONS: DECIDE WHICH OF THESE STATEMENTS SHOW YOU ARE PLANNING AHEAD.
WRITE "YES" IF THE STATEMENT SHOWS THOUGHT AND PLANNING.
WRITE "NO" IF IT DOES NOT SHOW PLANNING.

______ 1. You look at a map to see what is the shortest way to get to Houston, Texas.

______ 2. Before you buy, you find out what the carrying charges would be on a hi-fi if you paid for it in 24 months.

______ 3. You ask the marine recruiter what training is available to you if you enlist.

______ 4. As you walk home from school, you see a nice camera in John's Drug Store. You have a camera but this one looks good so you buy it.

______ 5. You needed a warm winter coat but you couldn't resist all those summer clothes sales. Now it's cold and your money is gone.

______ 6. You look in three different catalogs to compare prices and qualities of tape recorders. You order the one that shows the best quality for the best price.

______ 7. You check with the local game warden to see what the rules are for bow and arrow hunting.

______ 8. On a 3-day hike you drink most of the water the first day.

______ 9. You and your brother are going on a three-day pleasure trip. You figured your bus fare correctly but you forgot to allow enough money for food, lodging and entertainment expenses.

______ 10. You want to go to downtown Chicago. Usually it takes 45 minutes from where you are. Since you will need to go during the rush hour, you allow an extra half hour.

______ 11. You think it would be fun to be a manager in a restaurant so you ask several managers what the advantages and disadvantages of that job are.

______ 12. You have booster shots and flu shots before the flu season starts.

______ 13. You start running further each day a month before track season begins so you will be in good shape.

______ 14. On a long trip you fill the gas tank when you still have a fourth of a tank left. You do not know where the next service station might be.

George: I have an eye but can't see. What am I?
Doris: A needle.

HO 58

ACTIVITY 1: MAKING FRIENDS

NAME____________________

DATE____________________

DIRECTIONS: READ EACH STATEMENT BELOW. WRITE THE WORD(S) THAT COMPLETES THE SENTENCE ON THE LINE(S) BEFORE THE STATEMENT. YOU WILL USE EACH OF THE WORDS ONCE.

interests
fun
listen
help
laugh
talk
feelings
secret
friend
questions
grouch
pleasant
good
bad

__________ 1. Being with others can be a lot of __?__ .

__________ 2. One of the best pastimes is to sit around and __?__ and __?__ with friends.
____

__________ 3. To have people like you, you need to be friendly and __?__ most of the time.

__________ 4. No one likes to be around a __?__ .

__________ 5. The best way to get to know someone is to ask a few __?__ about something in which that person is interested.

__________ 6. People are more apt to like you if you __?__ them do little things.

__________ 7. Be careful not to say things to hurt a person's __?__.

__________ 8. Be interested, both when a friend has __?__ luck and __?__ luck.
____

__________ 9. You can be a real help if you __?__ while a friend talks about his or her problems.

__________ 10. When a special friend tells you about a problem, you must keep it a __?__ .

__________ 11. Look for people to be your friends who have the same __?__ as you do.

__________ 12. If you want a friend, be a __?__ yourself.

ACTIVITY 2: MAKING THE BEST OF SCHOOL

NAME________________________________

DATE________________________________

DIRECTIONS: READ EACH STATEMENT. DECIDE WHICH OF THESE RATINGS YOU SHOULD GIVE IT:

4 Always
2 Sometimes
0 Never

WRITE THAT NUMBER ON THE LINE.

_____ 1. I like my teachers.

_____ 2. I talk to my teachers about my work.

_____ 3. I listen carefully for the assignments.

_____ 4. The people who sit around me are my friends.

_____ 5. I can keep my mind on my work.

_____ 6. I can follow directions.

_____ 7. My teachers help me learn.

_____ 8. I get my assignments in on time.

_____ 9. I like to be quiet and listen.

_____ 10. I like for the teacher to ask me questions in class.

_____ 11. I usually know the answers when the teacher calls on me in class.

_____ 12. I tell my family about my school work.

_____ 13. I try to get good grades.

_____ 14. I know why I should learn at school.

_____ 15. My teachers like me and are my friends.

NOW ADD ALL THE NUMBERS TOGETHER. CHECK YOUR SCORE WITH THESE RATINGS AND CIRCLE WHERE YOU FIT.

51-60	The school and I are great pals.
41-50	The school and I are friends.
31-40	The school and I are putting up with each other.
21-30	The school and I are not on speaking terms.
20 & below	The school and I are bitter enemies.

Three of the things above that I could probably improve if I tried are:

1. ____

2. ____

3. ____

HO 60

ACTIVITY 3: GETTING ALONG WITH PARENTS

NAME______________________________

DATE______________________________

DIRECTIONS: BE A THOUGHTFUL TEENAGER. REMEMBER, YOUR PARENTS HAVE FEELINGS TOO. MATCH THE ITEM IN THE FIRST COLUMN WITH THE RIGHT WAY TO GO ABOUT GETTING IT, WHICH IS IN THE SECOND COLUMN.

_____	1. If you cannot get home on time,	a. be sure to be in by 10:00.
_____	2. If you have to be in by 10:00,	b. call home and let them know where you are.
_____	3. If you want your parent to listen to you,	c. say things that make sense.
_____	4. If you want your parent to like your friends,	d. you and your friends must act sensibly.
_____	5. If your parent worries about your safety,	e. do not do dangerous things.
_____	6. If your parents want you to talk nicely,	f. be sure to ask when your parent is not worried.
_____	7. If your parent is afraid you will get in bad trouble,	g. be sure you do not break the law.
_____	8. If you want to ask to do something special,	h. talk like they would like to hear you talk.
_____	9. If you want to be trusted by adults,	i. do not give them any reason to mistrust you.
_____	10. If your parents have a different view than you do,	j. try to see your parent's point of view too.
_____	11. If you want your parent to let you be more on your own,	k. you have to prove that you can take care of yourself sensibly.
_____	12. When you and your parent have different values,	l. try to talk together about them.
_____	13. If you wonder why parents act as they do,	m. be sure you never do anything you shouldn't.
_____	14. If you feel your parents check up on you all the time,	n. try to imagine how you will act at that age.

Ken: What happened to the boy who ate the bullets?
Barbie: His hair grew into bangs!

HO 61

Activity 4: Respecting the Boss and People in Authority

NAME_______________________________

DATE_______________________________

DIRECTIONS: READ THE STATEMENTS BELOW. WRITE "YES" IF THE STATEMENT TELLS A GOOD WAY FOR GETTING ALONG WITH THE BOSS AND PEOPLE IN AUTHORITY. WRITE "NO" IF THE STATEMENT IS A BAD WAY FOR GETTING ALONG.

When Martha's boss reminds her there are many errors in her typing, Martha should:
_____ 1. Quit before she is fired.
_____ 2. Blame the errors on the typewriter.
_____ 3. Read the material she types more carefully and make the corrections.

Joe finds out that setting up sound systems is too hard for him. He should:
_____ 4. Explain to the boss how he feels and ask for an easier job.
_____ 5. Ask the boss if another worker could teach him how to work the systems.
_____ 6. Say nothing but do his best.

Jack works in a garage. He notices a pile of oily rags which is a fire hazard. What should he do?
_____ 7. Quietly find a can and put them in it.
_____ 8. Tell the boss that those rags must be moved, and fast!
_____ 9. Call the fire marshall and complain.

Mrs. Jones is giving Sue directions. Sue should:
_____10. Listen but not ask questions because she might ask dumb questions.
_____11. Listen and ask any questions even if they might sound dumb.
_____12. Tell Mrs. Jones not to bother because she already knows what to do.

Polly goes to work at the dry cleaners but no one tells her what to do. Polly should:
_____13. Ask one of the assistants to the boss to explain what her duties are.
_____14. Watch what everyone else is doing and try to do the same.
_____15. Go back in the back room where no one will see her.

Ivan was accused of breaking a tool and not saying anything about it. John really broke the tool. Ivan should:
_____16. Quietly go to the boss and explain what happened.
_____17. Take the blame and say nothing.
_____18. Tell John he must go and tell the boss.

Gloria must miss work on Monday. She has an appointment with an eye specialist. She should:
_____19. Call in sick that morning.
_____20. Tell the boss ahead of time the reason and ask to be away.
_____21. Offer to come in and make up any work that needs to be done.

Carla: What did the mother moth say to her son?
Donna: Don't forget to drink your silk.

HO 62

Activity 5: Working Partners Need Respect Too

DIRECTIONS: FILL THE BLANKS WITH THE CORRECT WORD BELOW.

NAME ______________________

DATE ______________________

enjoy
fair
smile
get

respect
show
humor
mistake

boss
people
formal
accept

job
started
extra
arguments

1. If you are pleasant and fair to the people you work with, they will be pleasant and __?__ with you. _ _ _ ☐
2. If employees __?__ working with one another, they get more work done. ☐ _ _ _ _
3. If co-workers tell you a better way to do something and it isn't different from what the __?__ said, listen to their suggestions. _ _ _ ☐
4. A worker needs to be a friend of all __?__ --both the bosses and the co-workers. _ _ _ ☐ _ _
5. It takes work to __?__ along with co-workers. _ ☐ _
6. __?__ everyone as good people and try to understand them. _ _ ☐ _ _ _
7. Those who have worked longer than you will be happy to help you get __?__. _ _ _ _ ☐ _ _
8. Treat workers around you with __?__ and courtesy. _ _ _ _ _ _ ☐ _
9. Once you know your __?__, do it yourself. Don't depend too much on others. _ ☐ _
10. If you must disagree, __?__ kindness as you disagree. _ _ _ ☐
11. Keep your sense of __?__. _ _ _ ☐ _
12. Be ready to take on unpleasant or __?__ jobs that need to be done. _ _ _ ☐ _
13. Workers who tell you about a __?__ are doing you a favor. _ _ _ _ _ _ ☐ _
14. Don't take sides in __?__. _ _ _ _ _ _ ☐ _ _ _
15. It is better to be too __?__ than too friendly when you first begin a job. _ _ ☐ _ _ _
16. __?__ and be friendly but don't get too chummy right at first. ☐ _ _ _ _

Now take the letters from the boxes and place them here:

_ _ _ _ _ _ _ _   _ _ _ _ _ _ _ _

ACTIVITY 6: BEING HAPPY I AM ME

NAME______________________________

DATE______________________________

DIRECTIONS: THINK OF YOUR GOOD QUALITIES. WRITE THEM IN THE CORRECT SPACES.

I can do these things well:

1. ________________________
2. ________________________
3. ________________________
4. ________________________
5. ________________________

I have these good feelings about:

1. ________________________
2. ________________________
3. ________________________
4. ________________________
5. ________________________

People like me because I am:

1. ________________________
2. ________________________
3. ________________________
4. ________________________
5. ________________________

Brad: *Sir, where do I catch the Westside bus?*
Jeff: *In the small of your back if you don't get out of the street!*

H O 64

ACTIVITY 1: TAKING AN OVERVIEW OF CAREER CHOICES

NAME_______________________________

DATE_______________________________

DIRECTIONS: RATE THE TASKS LISTED BELOW. ON THE LINE BEFORE THE NUMBER MARK:
0--if you are not at all interested
1--if you have no feeling one way or the other
2--if the task would be very interesting to you

Applied Biological and Agricultural Occupations

_____a. _____d. _____g.
_____b. _____e. _____h.
_____c. _____f. TOTAL________

Business, Marketing and Management Occupations

_____a. _____d. _____g.
_____b. _____e. _____h.
_____c. _____f. TOTAL________

Health Occupations

_____a. _____d. _____g.
_____b. _____e. _____h.
_____c. _____f. TOTAL________

Industrial Oriented Occupations

_____a. _____d. _____g.
_____b. _____e. _____h.
_____c. _____f. TOTAL________

Personal and Public Service Occupations

_____a. _____d. _____g.
_____b. _____e. _____h.
_____c. _____f. TOTAL________

Now list the cluster areas in the order of their importance to you with most points first, and least points last.

1. ______________________
____
2. ______________________
____
3. ______________________
____
4. ______________________
____
5. ______________________
____

Ray: What did the hair say to the comb?
Jan: Stop teasing me!

HO 65

ACTIVITY 2: JOBS REQUIRING SKILLS IN MATH, MUSIC AND ART, SOCIAL STUDIES

DIRECTIONS: PLACE THE OCCUPATION NAMES IN EACH PUZZLE. THINK ABOUT HOW EACH SUBJECT AREA IS USED IN THAT JOB.

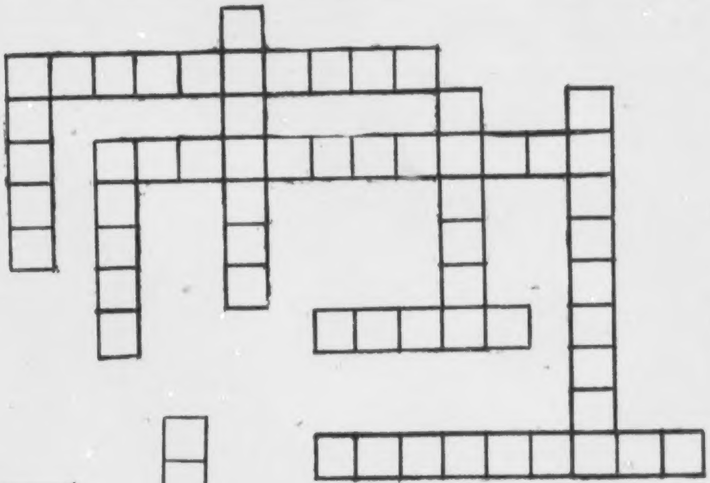
NAME______________________________

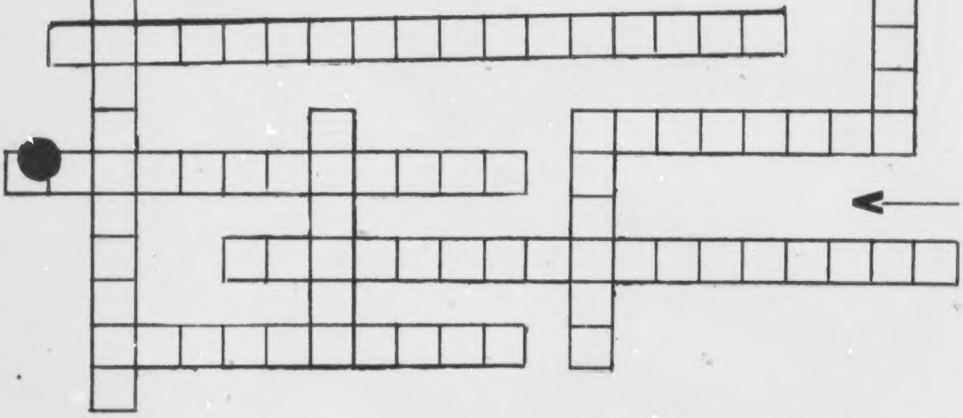
DATE_____ ________________________

Skills in MATH are needed in these jobs:

clerk
grocer
architect
referee
carpenter
buyer
bank teller
pilot
paper carrier

→





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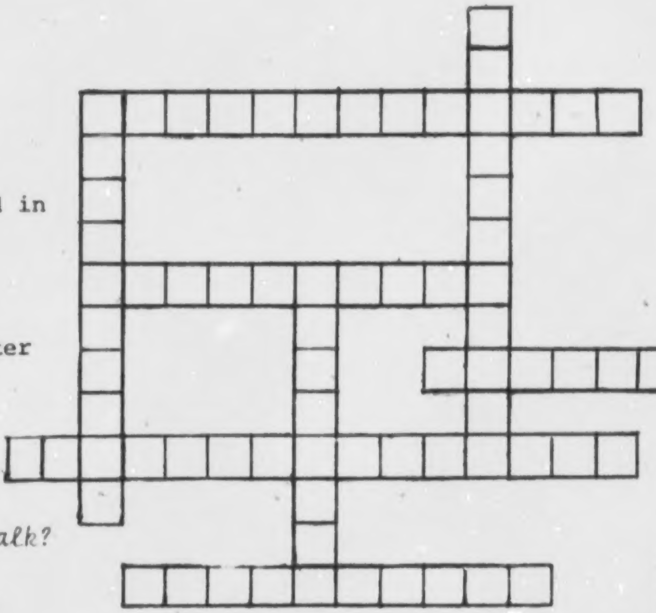
Skills in MUSIC and ART are needed in these jobs:

paint store manager
recording engineer
song writer
photographer
sculptor
cartoonist
singer
actor
dancer

Skills in SOCIAL STUDIES are needed in these jobs:

mail carrier
police officer
politician
reporter
taxi driver
geographer
historian
weather reporter

→



Chuck: What has 2 legs but can't walk?
Doris: A pair of pants.

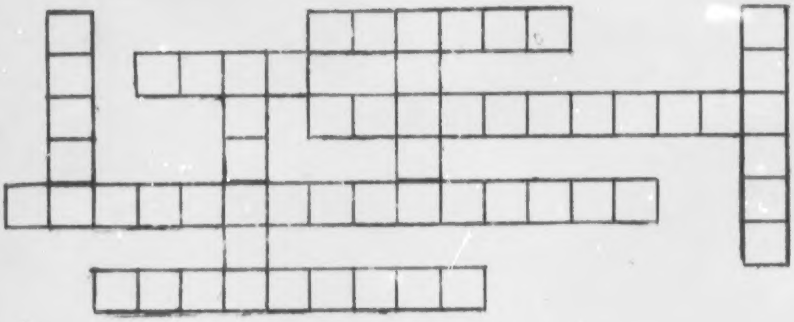
HO 66

ACTIVITY 3: JOBS NEEDING SKILLS IN HEALTH AND PHYSICAL EDUCATION, SCIENCE, AND LANGUAGE ARTS

NAME______________________________

DATE______________________________

DIRECTIONS: DO THE PUZZLES BY FILLING THE BLANKS WITH THE OCCUPATION WORDS. THINK ABOUT THE SKILLS NEEDED AS YOU DO EACH PUZZLE.



Jobs where skills in HEALTH and PHYSICAL EDUCATION are needed:

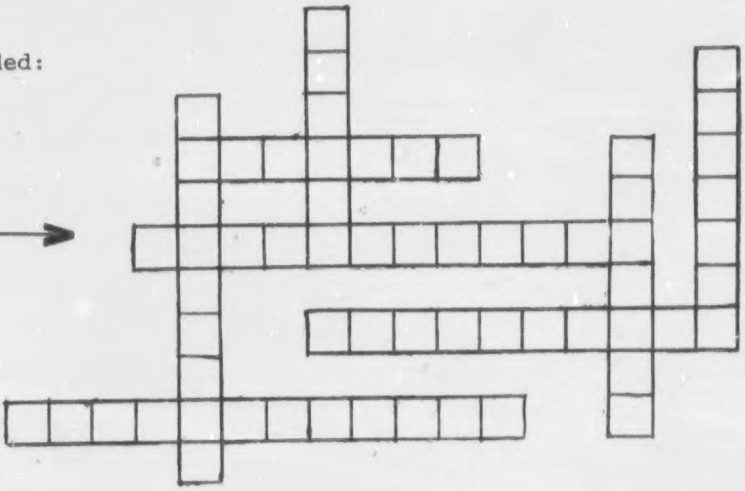
barber
model
nurse
dancer
flight attendant
aide
therapist
fire fighter
doctor

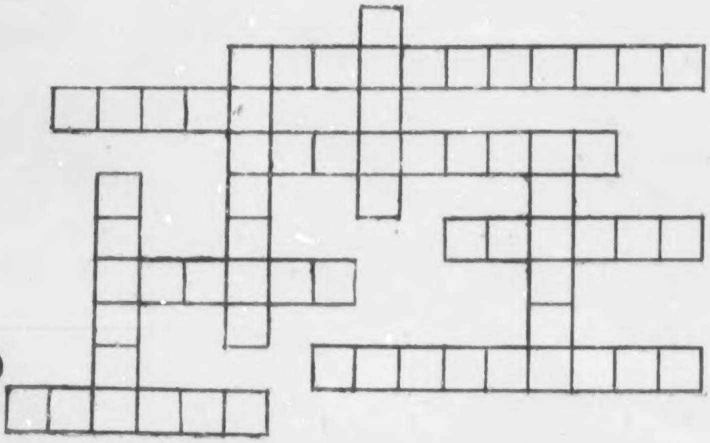
←

Jobs where skills in SCIENCE are needed:

dentist
forest ranger
scientist
farmer
chemist
florist
pharmacist
veterinarian

→





Jobs where skills in LANGUAGE ARTS are needed:

teacher
actor
announcer
priest
truck driver
writer
editor
librarian
typist
judge
author

←

Pete: What do turtles give each other?
Mary: People-neck sweaters.

HO 67

ACTIVITY 4: THINKING ABOUT JOB POSSIBILITIES FOR HIGH SCHOOL TEENAGERS

NAME________________________________

DATE________________________________

DIRECTIONS: LISTED BELOW ARE DIFFERENT TYPES OF WORK. WRITE THE NAMES OF TWO BUSINESSES IN YOUR AREA (OR TWO PEOPLE) WHERE YOU COULD GO TO ASK FOR A JOB OF THAT KIND. EXAMPLE: 1. I.G.A. AND JEWEL.

Type of Work	Names of Businesses or People To Go To	
1. Sackers at grocery store		
2. Bus person		
3. Paper carrier		
4. Nurses' aide or orderly		
5. House painter		
6. Car hop at drive-in		
7. Yard work		
8. Concessions seller		
9. Waiter/waitress		
10. Laundry worker		
11. Babysitter		
12. Dishwasher		
13. Janitor		
14. Service station attendant		
15. Store clerk		
16. File clerk		
17. Typist		
18. Golf caddie		
19. Kennel attendant		
20. Life guard		

Ken: What do you get from 16 cows and 2 goats?
Jim: Plenty of milk.

HO 68

ACTIVITY 5: SELECTING HIGH SCHOOL COURSES TO PREPARE FOR SPECIFIC JOBS

NAME________________________________

DATE________________________________

DIRECTIONS: MATCH THE OCCUPATION WITH A CLASS WHICH WOULD HELP PREPARE A HIGH SCHOOL STUDENT FOR DOING THAT JOB AFTER LEAVING SCHOOL. WRITE THE LETTER OF THE BEST ANSWER ON THE LINE BEFORE THE NUMBER.

_____ 1. You want to be a medical secretary.
a. Electronics
b. Photography
c. Typing

_____ 2. You want to do layouts in advertising.
a. Welding occupations
b. Commercial art
c. Woodworking

_____ 3. You want to work in a foundry.
a. Metal trades
b. Small engine repair
c. Aircraft maintenance

_____ 4. You want to work in a dentist's office.
a. Home management
b. Health occupations
c. Food production

_____ 5. You want to repair T.V.s.
a. Machine shop
b. Clothing construction
c. Radio and television services

_____ 6. You want to work in a day care center.
a. Clothing maintenance
b. Child care
c. Shorthand I

_____ 7. You want to work in a restaurant or be a short order cook.
a. Cosmetology
b. Commercial art
c. Food management

_____ 8. You want to be a secretary.
a. Typing II
b. Machine shop
c. Photography

_____ 9. You want to be a farmer.
a. Practical nursing
b. Office machines
c. Introduction to agriculture

_____10. You want to be a police officer.
a. Interior decorating
b. Introduction to law enforcement
c. Home management

Ann: What book has the most tasteful chapters?
Bob: A cook book.

HO 69

ACTIVITY 1: SCANNING BIOLOGICAL AND AGRICULTURAL OCCUPATIONS

NAME______________________________

DATE______________________________

DIRECTIONS: LISTED BELOW ARE A NUMBER OF OCCUPATIONAL CHOICES. ALL BUT THREE ARE JOBS RELATING TO PLANTS, ANIMALS, THEIR PRODUCTS AND THEIR SUPPLIES. SEE IF YOU CAN FIND THREE OCCUPATIONS WHICH DO NOT FIT IN THE CATEGORY, "BIOLOGICAL AND AGRICULTURAL OCCUPATIONS."

1. Farmer
2. Veterinarian
3. Ag machinist
4. Grain farmer
5. Horticulturist
6. Livestock farmer
7. Kennel attendant
8. Floral designer
9. Grounds keeper
10. Golf course attendant
11. Apple grower
12. Taxidermist
13. Slaughter house worker
14. Dentist
15. Net fisher
16. Dog warden
17. Animal breeder
18. Dog trainer
19. Veterinarian aide
20. Vegetable grower
21. Tree surgeon
22. Gardener
23. Christmas tree farmer
24. Agronomist
25. Beekeeper
26. Crop duster
27. Auto racer
28. Citrus worker
29. Meat packer
30. Chicken grower
31. Zoo keeper
32. Farm machine operator
33. Greenhouse operator
34. Fur farmer
35. Animal biologist
36. Hatchery worker
37. Farm hand
38. Soil scientist
39. Choir director
40. Dairy farmer

The three jobs which do not belong in Biological and Agricultural Occupations are:

______________ ______________ ______________

If you had to choose a Biological and Agricultural job today, which one would it be? ________________________

HO 70

ACTIVITY 2: TAKING A LOOK AT CAREERS IN BUSINESS, MARKETING AND MANAGEMENT

NAME______________________________

DATE______________________________

DIRECTIONS: MATCH THE JOB IN THE LEFT-HAND COLUMN WITH THE JOB DESCRIPTION IN THE RIGHT-HAND COLUMN. WRITE THE LETTER OF THE DESCRIPTION ON THE LINE BEFORE THE JOB.

_____ 1. Bookkeeper
_____ 2. Programmer
_____ 3. Teller
_____ 4. Stock clerk
_____ 5. Advertising worker

a. prepares step-by-step instruction for the computer.
b. keeps records of transactions.
c. receives, records, and pays out money as a service of a bank.
d. plans and prepares ads.
e. receives, unpacks, and shelves merchandise.

_____ 6. City manager
_____ 7. Hotel manager
_____ 8. Credit official
_____ 9. Industrial traffic manager
_____10. Purchasing agent

f. oversees all the activities of the hotel.
g. looks at information and decides if a person is reliable before giving a loan.
h. oversees all city departments.
i. buys materials and supplies at lowest cost.
j. arranges for most efficient type of transportation.

_____11. Cashier
_____12. File clerk
_____13. Receptionist
_____14. Real estate salesworker
_____15. Fashion model

k. classifies, stores, updates and retrieves information.
l. shows and sells property for another person.
m. advertises clothing by wearing it.
n. greets customers, determines their needs and helps them find the person they need.
o. receives money, makes change, fills out charge forms, gives receipts.

_____16. Shipping clerk
_____17. Car salesworker
_____18. Production analyst
_____19. Payroll clerk
_____20. Court recorder

p. determines kind of car customer wants and convinces customer to buy.
q. looks for ways to manage the business more effectively.
r. packages and unpackages incoming or outgoing goods.
s. figures salary amounts and writes payroll checks.
t. writes down all communications in the court room.

HO 71

ACTIVITY 3: LOOKING AT HEALTH OCCUPATIONS

DIRECTIONS: HIDDEN IN THE PUZZLE ARE THE 28 HEALTH OCCUPATIONS LISTED BELOW. THE OCCUPATION NAMES MAY GO DOWN OR THEY MAY GO ACROSS. THERE ARE NO DIAGONAL ONES OR BACKWARDS ONES.

NAME______________________________

DATE______________________________

dental assistant
dental hygienist
dental technologist
inhalation therapist
medical assistant
coroner
nurse

dentist
physician
surgeon
pediatrician
nurses' aide
psychiatrist
mortician

embalmer
dietician
paramedic
chiropractor
ear doctor
optician
orderly

medical record librarian
sanitation worker
x-ray technician
ambulance attendant
pest controller
mental health aide
speech pathologist

M E N T A L H E A L T H A I D E
E D I C O R O N E R B E S C D M
D E N T A L A S S I S T A N T B
I N H A P H Y S I C I A N S A A
C T A X K L M P J M F G I P M L
A A L R P R S E I O H P T E B M
L L A A N U R S E R Q E A E U E
R T T Y O E N T D T V D T C L R
E E I T P A T C I I U I I H A D
C C O E S R W O E C Z A O P N E
O H N C Y D E N T I S T N A C N
R N T H C O X T I A Y R W T E T
D O H N H C A R C N T I O H A A
L L E I I T B O I O P C R O T L
I O R C A O L L A C O I K L T H
B G A I T R E L N R N A E O E Y
R I P A R A M E D I C N R G N G
A S I N I S U R G E O N U I D I
R T S O S O P T I C I A N S A E
I O T W T O R D E R L Y T T N N
A C H I R O P R A C T O R O T I
N U R S E S A I D E T U A N T S
M E D I C A L A S S I S T A N T

Tina: *What gets harder to catch the faster you run?*
Toni: *Your breath.*

HO 72

ACTIVITY 4: THINKING ABOUT INDUSTRIAL ORIENTED OCCUPATIONS

DIRECTIONS: YOU WILL FIND LISTED A NUMBER OF INDUSTRIAL ORIENTED OCCUPATIONS. BELOW THESE JOBS YOU WILL FIND JOB DESCRIPTIONS. READ THE DESCRIPTIONS AND FIND THE JOB TITLE. WRITE THE TITLE ON THE LINE.

NAME____________________________

DATE____________________________

air conditioning
coal miner
heating service person
mechanic
commercial designer
radio-TV repairperson
telephone installer
boatswain
electrician
painter
cartoonist
plasterer
plumber
printer
sign painter
carpenter
house builder
bricklayer
stone mason
glass installer
press operator
caster
welder
jeweler
trucker
lather
machinist
inspector
furnace operator
machine shop manager
construction worker
cabinet maker
sheet metal worker
watch repair person

____________________ 1. If you broke out a large window, you would call a __?__ to replace it.

____________________ 2. The person who puts in the meter box and wires the house for lights and appliances is an __?__.

____________________ 3. The person who installs water pipes, sinks, the bathtub, and the lavatory in a new house is the __?__.

____________________ 4. Someone who uses heat to join together two metal parts is a __?__.

____________________ 5. A worker who goes underground to dig out a certain type of fuel is a __?__.

____________________ 6. A __?__ fastens wooden, metal, or rockboard lath to walls to provide a base for plaster and other materials.

____________________ 7. A __?__ draws funny people for the purpose of selling a product or telling a story.

____________________ 8. If your CB does not bring in a good clear voice or you need some advice about it you would call a __?__ to help you.

____________________ 9. The person in charge of the deck crew on a boat who assigns duties and carries out the orders of the chief mate is the __?__.

____________________ 10. A __?__ looks at, tests, and tries out products being made to see that the quality of the product is good.

____________________ 11. A __?__ is a worker who has skills for repairing and keeping machines operating properly.

____________________ 12. A __?__ makes rings, pins, necklaces and other items from metal and stones.

____________________ 13. A __?__ constructs high-grade furniture by using woodworking machines and hand tools.

____________________ 14. A __?__ applies coats of plaster to walls and ceilings of buildings to produce a textured finish.

HO 73

ACTIVITY 5: COMPARING PERSONAL AND PUBLIC SERVICE OCCUPATIONS

DIRECTIONS: PUT THE PERSONAL AND PUBLIC SERVICE OCCUPATIONS LISTED BELOW IN ALPHABETICAL ORDER ON THE LINES BELOW THE WORDS.

NAME______________________________

DATE______________________________

flight attendant
bartender
laundry worker
housekeeper
garbage collector
mail carrier
dry cleaning attendant
baker
chef
waiter
detective
librarian
teacher
bus driver
police officer
child care attendant
cosmetologist
environmentalist
fashion designer
interior decorator
fire fighter
beautician
barber
taxi driver
custodian
dishwasher
meat cutter
guard

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. bus driver
6. ____________________
7. ____________________
8. ____________________
9. ____________________
10. detective
11. ____________________
12. ____________________
13. ____________________
14. ____________________
15. fire fighter
16. ____________________
17. ____________________
18. ____________________
19. ____________________
20. interior decorator
21. ____________________
22. ____________________
23. ____________________
24. ____________________
25. police officer
26. ____________________
27. ____________________
28. ____________________

DIRECTIONS: BELOW ARE JOB DESCRIPTIONS. READ THE DESCRIPTION, FIND THE TITLE OF THAT JOB AND WRITE THE NUMBER OF THE JOB ON THE LINE.

_____ a. prepares cakes and pastry to sell.

_____ b. prepares and cooks foods in an eating establishment.

_____ c. provides beauty treatments for customers.

_____ d. looks for clues and information to solve crimes.

_____ e. walks about to prevent stealing, breaking the rules or crimes.

_____ f. plans, describes, draws sketches of articles of clothing.

_____ g. keeps books in order and checks them out.

_____ h. serves food to customers

HO 74

ACTIVITY 6: MATCHING OCCUPATIONS WITH THE FIVE CLUSTER AREAS

NAME ______________________________

DATE ______________________________

DIRECTIONS: LISTED BELOW ARE 25 OCCUPATIONS. PLACE EACH CAREER UNDER THE PROPER CAREER HEADING (CLUSTER). THERE SHOULD BE FIVE OCCUPATIONS IN EACH BOX. BE SURE YOU USE ALL 25 OCCUPATIONS.

florist
nurse
social worker
secretary
plumber
mail carrier
tree surgeon
teacher
dentist
game warden
landscaper
bank teller
bookkeeper
doctor
x-ray technician
painter
cab driver
carpenter
garbage collector
file clerk
electrician
farmer
cabinet maker
typist
delivery person

BIOLOGICAL AND AGRICULTURAL
(plants and animals)

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________

BUSINESS
(recording and making transactions)

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________

HEALTH
(getting well and staying well)

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________

INDUSTRIAL
(design, produce and repair any product)

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________

PUBLIC AND PERSONAL SERVICE
(helping others)

1. ____________________
2. ____________________
3. ____________________
4. ____________________
5. ____________________

Linda: What's black and white and red all over?
Marge: A penguin with a sun burn.

HO 75

ACTIVITY 1: LOCATING SOURCES OF CAREER INFORMATION

DATE ______________________________

DIRECTIONS: FIND THE ANSWER TO THESE QUESTIONS. GO TO THE CAREER CENTER AND/OR SCHOOL LIBRARY TO FIND THE ANSWERS.

1. ______________________ (student's name) may go on this mini field trip to the career center and/or school library. ______________________________ (teacher's signature)

Look for a Dictionary of Occupational Titles

2. Is there one? __________
3. If there is, what year is it? _________
4. Find out what a "gang-knife man" (person) does. ____________________________
____

Look for the Occupational Outlook Handbook

5. Is there a copy in your school? ___________
6. If there is one, what edition is it? _______
7. If there is one, what training should a cement mason have? ___________________

Look for the pamphlet file which also has career information.

8. Where is the pamphlet file in your library? ______________________________
9. Find a pamphlet which tells about a job you might like to have some day. Write the address where you can write for more information.

   Company ___________________________

   Street ___________________________

   City & State ________________________ Zip _______

10. Read the pamphlet and be ready to tell the class something about the job.
11. What job does the pamphlet describe? ___________________________________

Ask the librarian where most of the career information is kept.

12. Is it on the north, south, east, or west side of the library? _________________
13. Write the title and author of one career reference book.

   Title _____________________________

   Author ____________________________

14. Return to class and report information found in the pamphlet.

HO 76

ACTIVITY 2: WRITING A LETTER ASKING FOR CAREER INFORMATION

DIRECTIONS: GET THE CAREER INFORMATION ADDRESS SHEET FROM PACKET 14. WITH YOUR TEACHER, DECIDE ON ONE COMPANY YOU WILL WRITE TO FOR CAREER INFORMATION. FILL IN THE SPACES AND THEN RECOPY THE ENTIRE LETTER. BE SURE TO LEAVE OUT ALL WORDS IN PARENTHESES ( ). ADDRESS THE ENVELOPE, PUT A STAMP ON IT AND DROP THE LETTER IN A MAIL BOX.

__________________________ (School Street)
__________________________ (City and Zip)
__________________________ (Date)

___________________________________ (Company Name)
___________________________________ (Street)
___________________________________ (City and Zip)

Attention: Educational Information Department

Our class at school is studying careers. Some of us are interested in careers in _____________________________. Please send us information which would help us understand more about jobs in this area.

We plan to keep the information on file in our room so that other students may use it.

Thank you very much.

Sincerely,

__________________________ (Your Name)
__________________________ (Your Teacher's Name)

WHEN YOU HAVE WRITTEN YOUR LETTER, RETURN THIS HO TO YOUR TEACHER. THIS WILL BE A RECORD OF THE COMPANIES WRITTEN TO. EACH STUDENT WILL WRITE TO A DIFFERENT COMPANY OR ORGANIZATION.

Denise: What happens when a cat eats a lemon?
Sharon: It becomes a sourpuss!

HO 77

ACTIVITY 3: RESEARCHING AN INTERESTING CAREER

NAME______________________________

DATE______________________________

DIRECTIONS: WHAT JOB SOUNDS INTERESTING TO YOU RIGHT NOW AT THIS TIME? FIND THE OCCUPATIONAL OUTLOOK HANDBOOK OR ANOTHER CAREER INFORMATION BOOK. WRITE THE ANSWERS ON THE LINES BELOW. NAME EACH SOURCE YOU USE.

1. Right now I am interested in being a ________________________ (name of job) when I leave school.

	Answer	Source of Information
2. Is there any other name for this job?	__________________	______________________
3. Three things I would do as a worker on this job:	a. __________________	______________________
	b. __________________	
	c. __________________	
4. What is the demand for workers in this area?	__________________	______________________
5. How much does this job pay? (the amount you find may be low due to inflation)	__________________	______________________
6. What training is needed?	__________________	______________________
7. Where would I be able to get that extra training?	__________________	______________________

8. Where can I write for more information about this job?

____

____

____

Janet: How do you tell if a vampire is sick?
Kathy: By his coffin!

HO 78

ACTIVITY 4: INTERVIEWING A WORKER WHO HAS AN INTERESTING JOB

NAME______________________________

DATE______________________________

DIRECTIONS: INTERVIEW A WORKER WHO HAS AN INTERESTING JOB. FIND OUT THE INFORMATION BELOW. RETURN TO CLASS AND REPORT WHAT YOU FOUND OUT.

Job: Full-time ____

Part-time ____

Person interviewed: ____________________________

Job: ______________________ Place: ________________________________

Tell 3 things the worker does on the job:

1. ____
2. ____
3. ____

Does the worker need special clothing? _____________

If so, what? _________________________________

What tools does the worker use? _______________________________________

Did the worker need special training? _____________

If so, how much? ___________________ Where? _______________________

How long has the worker had this job? __________________

What other jobs did the worker have before this one? ________________________

____

How long has the worker worked for this company? ___________________________

List three things the worker likes about the job:

1. ____
2. ____
3. ____

List three things the worker does not like about the job:

1. ____
2. ____
3. ____

If it were possible, would the worker change jobs? _________ Why? ______________

What job would the worker rather have? ______________ Why? __________________

HO 79

ACTIVITY 5: INTERVIEWING A COOPERATIVE EDUCATION STUDENT NOW OUT OF SCHOOL

NAME ______________________________

DATE ______________________________

DIRECTIONS: YOU WILL ASK YOUR TEACHER FOR THE NAME AND ADDRESS OF A STUDENT WHO IS NOW OUT OF SCHOOL AND WORKING. WRITE THE ANSWERS THE WORKER GIVES.

Name of person interviewed: ___________________________________

Ask these questions:

How long have you been out of school? ____________________

What was the last grade you finished? ____________________

What jobs have you had? ______________________________

____

Are you working now? ___________ Where? _________________________________

Have you had any training since you left school?

_____ On-the-job training?

_____ Special School? __________________________ (name of school)

_____ Junior college? __________________________ (name of school)

_____ 4-year college? __________________________ (name of school)

If you are working, what are 3 things you like about your job?

1. ____
2. ____
3. ____

If you are working, what are 3 things you do not like?

1. ____
2. ____
3. ____

Do you plan to change jobs soon? ______ Why? ______________________________

If you didn't have this job, what job would you like to have? ___________________

What advice would you like to give the kids in school?

1. ____
2. ____

HO 80

ACTIVITY 6: USING THE DEPARTMENT OF LABOR PAMPHLET

RECTIONS: GET THE PAMPHLET, "JOBS FOR WHICH A HIGH SCHOOL EDUCATION IS PREFERRED, BUT NOT ESSENTIAL." READ THE QUESTIONS BELOW. FIND THE ANSWERS IN THE PAMPHLET AND WRITE THE ANSWERS ON THE LINE. THERE WILL BE ONE QUESTION FROM EACH PAGE BEGINNING AT THE FRONT OF THE PAMPHLET.

NAME____________________

DATE____________________

____________________ 1. How many Automobile Painters were there in 1974? (The answer is the number in parentheses under Automobile Painters).

____________________ 2. Will there be more or fewer Furniture Upholsterers during the next few years?

____________________ 3. Name 3 places where the best jobs in Welding are to be found.

____________________ 4.

____________________ 5.

____________________ 6. How old must Postal Clerks be?

____________________ 7. What course in school should you be pretty good at to be a Waiter or Waitress?

____________________ 8. What special license do you have to have to be a Route Driver?

____________________ 9. Why are Stonemasons not going to be in greater demand than they are now?

____________________ 10. How long is the apprenticeship program for most Plumbers?

____________________ 11. What are 3 requirements for Local Transit Busdrivers?

____________________ 12.

____________________ 13.

____________________ 14. Will there be a huge demand for Long Distance Truckdrivers?

____________________ 15. What 3 courses should an Appliance Repairer have?

____________________ 16.

____________________ 17.

____________________ 18. What 2 other kinds of machines should Motorcycle Mechanics be able to repair?

____________________ 19.

____________________ 20. True or False. There will be many new openings for Nursing Aides and Orderlies in nursing homes and convalescent homes.

____________________ 21. How much on-the-job training is needed for Floral Designers?

HO 81

ACTIVITY 1: USING A PART-TIME JOB TO GAIN EXPERIENCE

DIRECTIONS: ON THE LINE BELOW, WRITE THE LETTER OF THE PHRASE WHICH STATES SOMETHING YOU WILL PROBABLY NOT GAIN FROM HAVING THAT PART-TIME JOB.

NAME________________________

DATE________________________

_____ 1. As a part-time service station attendant, you will learn:
- a. how to give correct change to customers
- b. how to give fast, friendly, and helpful service
- c. how to drive a car 70 miles an hour
- d. the different makes and models of cars
- e. if you would like to sell cars or repair them

_____ 2. A job as part-time greenhouse worker will help you learn:
- a. if you enjoy seeing things grow
- b. if you like working with dirt, fertilizer, clay pots, seeds, etc.
- c. if you want to be a farmer, a florist, a landscaper, etc.
- d. the names of different plants and where these plants grow best
- e. if you are afraid of altitudes over 20,000 feet

_____ 3. As a part-time file clerk, you will learn:
- a. how to put information in the right file alphabetically
- b. how to find filed information quickly
- c. how it is to keep working at the same task for long periods of time
- d. about other business jobs in the same office
- e. how to match different colored fabrics

_____ 4. As a part-time nursing aide, you will learn:
- a. how to make sick people more comfortable
- b. that sick people are hard to please
- c. how to seem happy even when things are really bothering you
- d. if you want to work in a doctor's office, a hospital, or a nursing home
- e. how to hammer nails, saw boards and drill holes

_____ 5. As an assistant to a furniture mover you will learn:
- a. what physical strength you have
- b. how to get the most moved with the least amount of energy
- c. how to organize to get the most furniture in the smallest place
- d. about trees, flowers, and farm crops
- e. if you want to do heavy labor as a full-time job

_____ 6. A part-time job in a restaurant will help you learn:
- a. how to treat all customers courteously
- b. how to work fast
- c. how to give each order to the cook correctly
- d. if you would ever like to be a restaurant owner or manager
- e. if training animals is your idea of fun

Grant: What was the first bus to cross the ocean?
Carla: Columbus.

HO 82

ACTIVITY 2: WHAT DO YOU CONSIDER A DREAM JOB?

NAME______________________________

DATE______________________________

DIRECTIONS: FILL IN THE BLANKS BELOW TO COMPLETE THE STATEMENTS ABOUT YOUR DREAM JOB OF THE FUTURE. THINK OUT EACH ITEM VERY CAREFULLY.

1. A perfect job for me would be ______________________________.

2. The place I will work will be ______________________________.

3. My hours will be ______________________________.

4. My job duties will be:

   a. ______________________________

   b. ______________________________

   c. ______________________________

   d. ______________________________

   e. ______________________________

5. To do my job, I will need to have these skills:

   a. ______________________________

   b. ______________________________

   c. ______________________________

6. I will get the training I need at ______________________________.

7. Each month my income will be ______________________________.

8. At age 30, I will be ______________________________.

9. At age 50, I will be ______________________________.

10. When I retire, I will ______________________________.

Barbie: What did the balloon say to the pin?
Tanya: Hi, Buster!

HO 83

Activity 3: Thinking About a Career for Me

NAME______________________________________

DATE______________________________________

DIRECTIONS: GET A CLASSMATE WHO HAS NOT DONE THIS ACTIVITY. USING ONE HO, FIND THE HIDDEN OCCUPATIONS. THE JOBS MAY BE ACROSS, DOWN, OR DIAGONAL. TOGETHER DECIDE ONE ADVANTAGE AND ONE DISADVANTAGE OF EACH JOB. YOU MAY NOT ALWAYS AGREE.

N	B	W	T	E	R	J	A	I	N	E	R	A	T	H	L	E	T	E	D
E	E	A	I	S	J	I	U	N	D	L	A	N	G	E	I	S	L	O	G
F	L	W	T	D	O	U	C	D	E	I	A	R	S	N	B	G	M	Z	L
H	D	E	S	I	G	N	E	R	G	W	A	I	T	E	R	E	S	D	M
D	E	G	A	P	G	S	B	U	I	E	R	M	A	W	A	C	T	O	R
T	S	E	L	F	A	R	M	E	R	L	A	W	Y	E	R	B	O	C	E
R	E	N	I	A	M	P	E	R	T	D	N	E	N	S	I	I	T	T	R
U	W	L	N	N	I	R	E	I	O	E	G	S	O	E	A	M	Z	O	Q
V	E	W	E	O	L	I	M	R	R	R	D	W	M	O	N	U	D	R	U
E	T	E	M	P	I	R	B	K	R	P	O	L	I	T	I	C	I	A	N
N	D	W	A	S	H	T	C	X	Z	E	W	R	Y	T	N	C	G	H	O
M	I	F	N	W	I	O	M	P	E	I	P	R	I	E	S	T	O	A	T
A	X	I	T	E	I	N	N	E	R	T	J	O	C	K	E	Y	B	P	R
I	Z	O	O	K	E	E	P	E	R	I	N	G	R	I	C	R	E	E	U
L	E	W	N	E	V	W	O	N	O	C	E	E	N	T	R	E	D	G	C
C	N	D	E	D	E	R	E	S	T	P	E	M	O	I	E	B	E	J	K
A	X	Z	T	A	X	I	D	R	I	V	E	R	K	N	T	R	N	O	D
R	M	E	K	T	E	S	C	A	W	B	O	R	P	E	A	R	T	T	R
R	Y	S	V	E	T	E	R	I	N	A	R	I	A	N	R	O	I	Y	I
I	A	R	P	A	I	N	T	E	R	N	G	G	E	T	Y	R	S	I	V
E	A	I	D	E	S	W	R	I	T	E	R	R	I	N	O	D	T	E	E
R	T	E	A	C	H	E	R	R	M	I	N	I	S	T	E	R	S	E	R

Mail Carrier
Taxi Driver
Newspaper Reporter
Judge
Politician
Teacher
Doctor
Minister
Priest
Farmer
Dentist
Zoo Keeper
Veterinarian
Truck Driver
Waiter
Designer
Welder
Lawyer
Telephone Operator
Actor
Librarian
Secretary
Jockey
Athlete
Painter
Aide
Writer

DIRECTIONS: NOW, USING YOUR CLASSMATE'S HO, LOOK FOR THREE-LETTERED WORDS OR LARGER WORDS GOING ACROSS, DOWN OR DIAGONALLY. THERE ARE OVER 50. HOW MANY CAN YOU FIND?

Amy: Who is always happy when things go wrong?
Sue: A repairperson.

HO 84

ACTIVITY 4: SOMETIMES LEISURE TIME ACTIVITIES BECOME CAREERS

NAME________________________________

DATE________________________________

DIRECTIONS: IN THE LEFT-HAND COLUMN ARE INTERESTS. FILL THE BLANKS IN THE RIGHT-HAND COLUMN TO NAME AN OCCUPATION WHERE YOU WOULD DO THOSE THINGS WHICH INTEREST YOU. BE SURE TO SPELL THE OCCUPATIONS CORRECTLY.

INTERESTS	OCCUPATION
1. Typing	1. S _ _ _ _ _ _ _ _
2. Caring for sick people	2. N _ _ _ _
3. Writing for school newspaper	3. R _ _ _ _ _ _ _
4. Caring for teeth	4. D _ _ _ _ _ _
5. Building bridges	5. E _ _ _ _ _ _ _
6. Fixing hair	6. B _ _ _ _ _ _ _ _ _
7. Putting on shingles	7. R _ _ _ _ _
8. Caring for animals	8. V _ _ _ _ _ _ _ _ _ _ _
9. Singing and dancing	9. E _ _ _ _ _ _ _ _ _ _
10. Planting and caring for plants	10. F _ _ _ _ _
11. Directing games	11. Y _ _ _ _ D _ _ _ _ _ _ _
12. Speaking foreign languages	12. I _ _ _ _ _ _ _ _ _ _
13. Writing long stories	13. A _ _ _ _ _
14. Working with wires and batteries	14. E _ _ _ _ _ _ _ _ _ _
15. Taking people places	15. T _ _ _ D _ _ _ _ _
16. Taking pictures	16. P _ _ _ _ _ _ _ _ _ _ _
17. Caring for families and their homes	17. H _ _ _ _ _ _ _ _
18. Preparing food	18. C _ _ _
19. Hammering and sawing	19. C _ _ _ _ _ _ _ _
20. Convincing others	20. L _ _ _ _ _
21. Singing, dancing, listening to records	21. M _ _ _ _ _ _ _
22. Helping people learn	22. T _ _ _ _ _ _
23. Choosing house colors, furniture, etc.	23. I _ _ _ _ _ _ _ D _ _ _ _ _ _ _ _

HO 85

ACTIVITY 5: DISCOVERING ADVANTAGES AND DISADVANTAGES OF A JOB

IRECTIONS: LISTED BELOW ARE A NUMBER OF DESCRIPTIONS OF TASKS AND CONDITIONS YOU MIGHT MEET IF YOU WORKED AT A NURSING HOME. MARK (X) THE COLUMN WHICH BEST DESCRIBES WHAT YOU FEEL ABOUT THAT TASK OR CONDITION. WHICH COLUMN HAS THE MOST MARKS? IS THIS THE WAY YOU REALLY FEEL ABOUT NURSING HOME WORK?

NAME______________________________

DATE______________________________

Descriptions	I would like that	I would not like that	It doesn't make any difference to me
You work from 4-8 each evening.			
The job is one block from your home.			
You get paid $2.30 per hour.			
You help keep the patients clean and happy.			
Other workers are teaching you how to take blood pressures.			
You are learning a lot about health occupations.			
The patients like to tell you all their problems.			
If you stay a year, you will get a 20¢ an hour raise.			
You must wear a clean uniform.			
You are inside the building all the time.			
You can work at this job and go to school at the same time.			
People tell you what you need to do after you finish each job.			
You do the same jobs over and over again.			
You work 4 days and have the next 2 off.			

HO 86

ACTIVITY 6: DECIDING ADVANTAGES AND DISADVANTAGES OF A JOB WHICH INTERESTS YOU

NAME____________________________________

DATE____________________________________

DIRECTIONS: IN THE LEFT-HAND COLUMN WRITE IN DESCRIPTIONS ABOUT A JOB WHICH INTERESTS YOU. THEN MARK (X) THE OTHER COLUMNS AS TO HOW YOU FEEL ABOUT THAT PART OF THE JOB. BE SURE TO INCLUDE:

THE HOURS
THE PLACE
THE TOOLS
THE PEOPLE
THE TASKS

THE PAY
THE LOCATION
THE UNIFORM
THE BENEFITS
THE TRAINING NEEDED

I am interested in ____________________________________
(name of job)

Descriptions	I would like that	I would not like that	It doesn't make any difference to me

ANSWER KEY

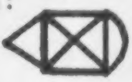
Answer Key

HO 1

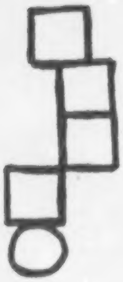
No marks on the page except the student's name.

HO 2

Student shows the teacher how to draw this design without lifting pencil or crossing lines:



HO 3



HO 4

1. a. neighbors, friends, and relatives
   b. "help wanted" ads
   c. state employment service
   d. school job placement center
   e. "pounding the pavement"
2. "pounding the pavement"
3. Handy's Ice Cream Shop
4. 10 pairs of jeans and tops
5. (any answer is correct)

HO 5

a. 1
b. 2
c. 3
d. 3
e. 3
f. 4
g. 4
h. 6
i. 5

HO 6

1. neighborhood
2. part-time
3. work
4. windows
5. references
6. explain
7. pay
8. responsible
9. conditions
10. money

Saying: "Experience is the best teacher"

HO 7

a. 5
b. 2
c. 11
d. 10
e. 3
f. 12
g. 4
h. 7
i. 1
j. 6
k. 9
l. 8

HO 8

1. experience
2. clerk
3. references
4. required
5. corporation
6. high school
7. graduate
8. words per minute
9. extension
10. department
11. opening (or) opportunity
12. permanent
13. employment
14. experience
15. educational
16. background
17. mechanic
18. experience
19. required
20. hours
21. salary

HO 9

1. b
2. b
3. a
4. b
5. a
6. b
7. b
8. b

HO 10

Check each person's responses.

HO 11

1-4. Read each person's responses.
5. How the employer can reach you.
6. $6.90 for 24 words
7. $5.05 for 10 words
8. $6.90 for 10 words

HO 12

ACROSS

1. application
5. pay
7. requirements
9. call
10. job
11. test
12. free

DOWN

2. neatly
3. accurate
4. interview
6. employer
8. duties

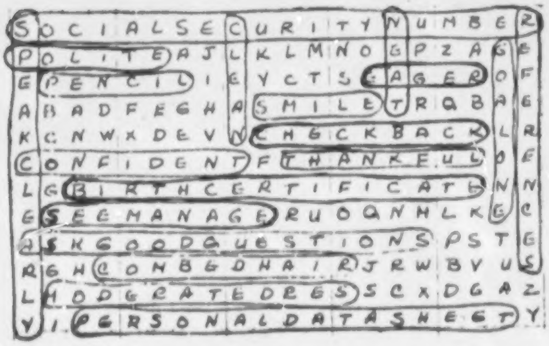
HO 13

Check each student's form to see that it is correct.

HO 14a and HO 14b

Check each student's responses.

HO 15



S	O	C	I	A	L	S	E	C	U	R	I	T	Y	N	U	M	B	E	R
P	O	L	I	T	E	A	J	L	K	L	M	N	O	E	P	Z	A	G	E
E	P	E	N	C	I	L	I	E	Y	C	T	S	E	A	G	E	R	O	F
A	B	A	D	F	E	G	H	A	S	M	I	L	E	T	R	Q	B	A	E
K	C	N	W	X	D	E	V	N	C	H	E	C	K	B	A	C	K	L	R
C	O	N	F	I	D	E	N	T	F	T	H	A	N	K	F	U	L	O	E
L	G	B	I	R	T	H	C	E	R	T	I	F	I	C	A	T	E	N	N
E	S	E	E	M	A	N	A	G	E	R	U	O	Q	N	H	L	K	G	C
A	S	K	G	O	O	D	Q	U	E	S	T	I	O	N	S	P	S	T	E
R	G	H	C	O	M	B	E	D	H	A	I	R	J	R	W	B	V	U	S
L	M	O	D	E	R	A	T	E	D	R	E	S	S	C	X	D	G	A	Z
Y	I	P	E	R	S	O	N	A	L	D	A	T	A	S	H	E	E	T	Y

HO 16

1. yes
2. no
3. yes
4. no
5. yes
6. yes
7. yes
8. yes
9. no
10. yes
11. yes
12. yes
13. yes
14. no
15. yes

Secret Message: HI

HO 17 (3 pages)

Check each student's responses. Insist that it be very well done. You may want to xerox a copy for the student to keep.

HO 18

The teacher will check the Personal Information cards and will then allow the student to cut up the sheets to keep in his/her wallet.

HO 19

Check each student's responses.

HO 20

1. permanent
2. spouse
3. supervisor
4. employed
5. experience
6. social security no.
7. birthplace
8. part-time
9. full-time
10. occupation
11. references
12. interview
13. temporary
14. military service
15. dependents
16. qualifications

HO 21

1. Roberta
2. John
3. Mark
4. Mark
5. Roberta
6. John
7. any answer
8. any answer
9. yes or no

HO 22

Read the application for correctness and completeness.

HO 23

a. 1
b. 3
c. 4
d. 2
e. 5
f. 6
g. 7

HO 24

Read the application letter to see that all 7 parts are included.

HO 25

Read the letter of resignation to see that all 8 parts are included.

HO 26

a. 5
b. 10
c. 15

HO 27

1. b
2. c
3. f
4. h
5. j
6. l
7. m
8. p
9. q
10. t
11. u
12. x
13. y

HO 28

1. smile
2. thanks
3. job
4. appointment
5. early
6. introduce
7. clean
8. personal data sheet
9. neat
10. questions
11. interview
12. answer
13. patience
14. application
15. receptionist

HO 29

Check responses for completeness and neatness.

HO 30

Check responses for completeness and neatness.

HO 31

1	6BC	131	Confidential File	17.50	17.50
3	55	131	Vertical Separat.	12.00	36.00
2	3L	131	Multi-tier desk T.	6.75	13.50
1 dz.	403	131	Punches	7.00	7.00
			Sub-Total		74.00
			5% Tax		3.70
			Total		77.70

HO 32

	In	Out	Hrs.	Min.
Sun.	11:30 A.M.	1:30 P.M.	2	0
Mon.	3:00 P.M.	5:30 P.M.	2	30
Tues.	5:45 A.M.	7:00 A.M.	1	15
Wed.	OFF			
Thurs.	7:10 P.M.	8:25 P.M.	1	15
Fri.	11:00 A.M.	1:00 P.M.	2	0
Sat.	OFF			
			8	60 = 9 hours

9 hrs. x $2.30 = $20.70

Answer Key

HO 33
Check each person's answers.

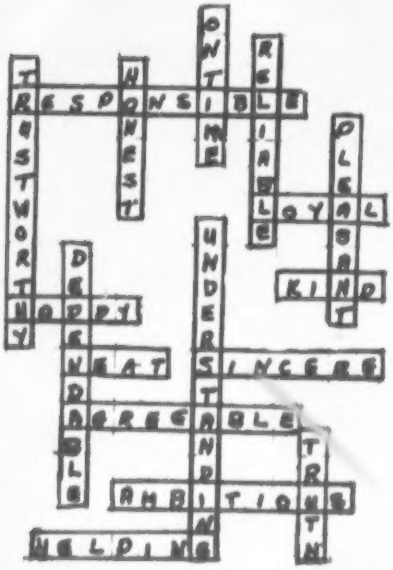
HO 34
Check each person's answers.

HO 35
Check each person's answers.

HO 36
1. H
2. D
3. H
4. D
5. H
6. D
7. D
8. D
9. H
10. D
11. D
12. H

HO 37
Check each person's answers.

HO 38


RESPONSIBLE
TRUSTWORTHY
HONEST
ONTIME
RELIABLE
PLEASANT
LOYAL
KIND
HAPPY
DEPENDABLE
UNDERSTANDING
NEAT
SINCERE
AGREEABLE
AMBITIOUS
HELPING

HO 39

Positive	Negative
proud	cruel
happy	sad
free	selfish
beautiful	bored
playful	hate
cooperate	anger
kind	childish

Continued to next column

HO 39 (Continued)

Positive	Negative
joy	quilt
desire	lonely
determined	trapped
love	confused
	fear
	weak
	cold

HO 40
Check each person's answers.

HO 41
Check each person's answers.

HO 42
1. b
2. b
3. a
4. b
5. a

HO 43
1. No
2. No
3. Yes
4. Yes
5. Yes
6. Yes
7. No
8. Yes

HO 44
The student, the student's friend, and the teacher each have a part to complete. A 3-part discussion follows.

HO 45

ACROSS	DOWN
2. supervisor	1. think
8. job	3. pay period
9. sorry	4. real
11. change	5. reference
12. weeks	6. school
	7. like
	10. good

HO 46
1. worried
2. angry
3. grateful
4. lonely
5. overjoyed
6. frustrated
7. angry
8. proud
9. disgusted
10. guilty
11. afraid
12. pleased

HO 47

Be very lenient.
Example A: #1
Example B: #3, 7
Example C: #10, 5, or 4
Example D: #2, 3, 6
Example E: #4, 1, 7, 3
Example F: #3, 7, 11

HO 48 (two pages)

Check each person's responses.

HO 49

1. d
2. b
3. a
4. g
5. e
6. f
7. l
8. j
9. k
10. n
11. m
12. p
13. t
14. q
15. r

HO 50

8 - 15 - 21

HO 51

Check each person's responses.

HO 52

Check each person's responses.

HO 53

	Total	Total
Food	730	13,140
Clothing	180	3,240
Education	20	260
Room	360	6,480
Medical-Dental	96	1,728
Misc.	276	4,968
	1,662	29,816

HO 54

1. May 31, 1976
2. 58 hours
3. none
4. $127.60
5. 11.75
6. 3.19
7. 7.46
8. No
9. $22.40
10. 11.75
11. 3.34
12. 7.81
13. $110.75
14. 133.65
15. 105.20
16. $6.05
17. 543-66-6579

HO 55

Check each person's responses.

HO 56

Check each person's responses.

HO 57

1. Yes
2. Yes
3. Yes
4. No
5. No
6. Yes
7. Yes
8. No
9. No
10. Yes
11. Yes
12. Yes
13. Yes
14. Yes

HO 58

1. fun
2. laugh
   talk
3. pleasant
4. grouch
5. questions
6. help
7. feelings
8. good
   bad
9. listen
10. secret
11. interests
12. friend

HO 59

Check each person's responses.

HO 60

1. b
2. a
3. c
4. d
5. e
6. f
7. h
8. g
9. i
10. j
11. k
12. l
13. n
14. m

HO 61

1. No
2. No
3. Yes
4. Yes
5. Yes
6. No
7. Yes
8. No
9. No
10. No
11. Yes
12. No
13. Yes
14. Yes
15. No
16. Yes
17. No
18. No
19. No
20. Yes
21. Yes

HO 62

1. fair
2. enjoy
3. boss
4. people
5. get
6. accept
7. started
8. respect
9. job
10. show
11. humor
12. extra
13. mistake
14. arguments
15. formal
16. smile

RESPECT COWORKERS

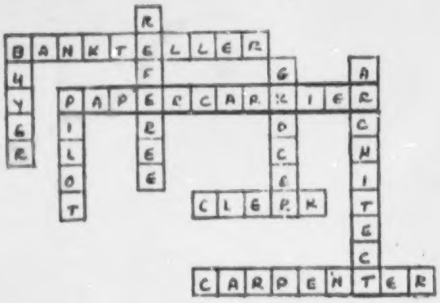
HO 63

Check each person's responses.

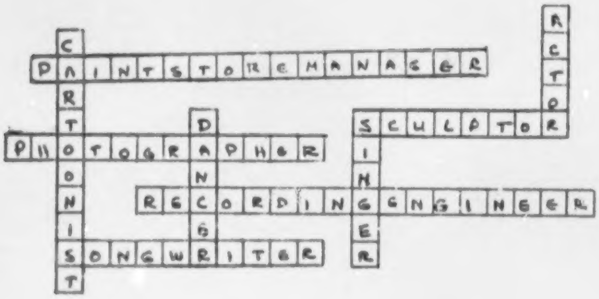
Answer Key

HO 64
All answers are correct.

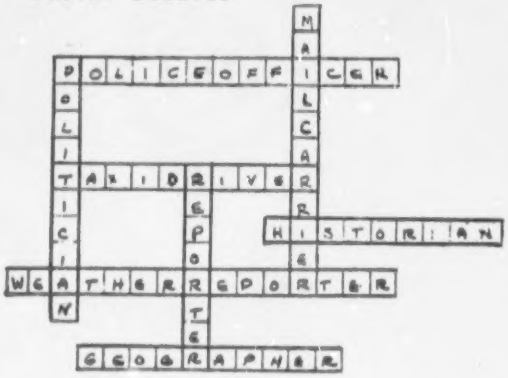
HO 65
Math


BANKTELLER
BUYER
REFEREE
PAPERCARRIER
PILOT
GROCER
ARCHITECT
CLERK
CARPENTER

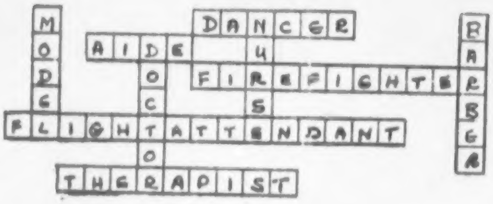
Music and Art


ACTOR
CARTOONIST
PAINTSTOREMANAGER
PHOTOGRAPHER
DANCER
SCULPTOR
SINGER
RECORDINGENGINEER
SONGWRITER

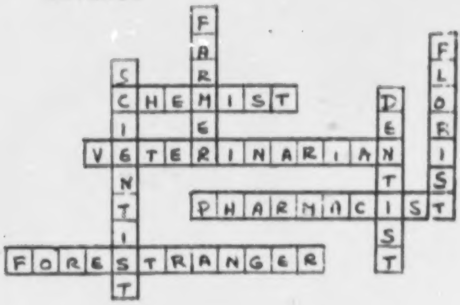
Social Studies


MAILCARRIER
POLICEOFFICER
POLITICIAN
TAXIDRIVER
REPORTER
HISTORIAN
WEATHERREPORTER
GEOGRAPHER

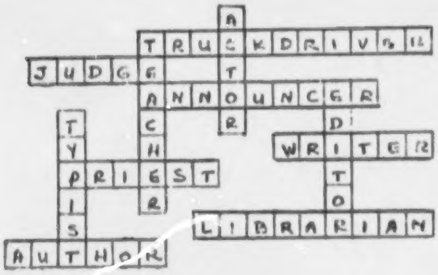
HO 66
Health and P.E.


MODEL
DANCER
AIDE
BARBER
NURSE
DOCTOR
FIREFIGHTER
FLIGHTATTENDANT
THERAPIST

HO 66 (Continued)
Science


FARMER
FLORIST
SCIENTIST
CHEMIST
DENTIST
VETERINARIAN
PHARMACIST
FORESTRANGER

Language Arts


ACTOR
TRUCKDRIVER
JUDGE
ANNOUNCER
TEACHER
TYPIST
DIRECTOR
WRITER
PRIEST
LIBRARIAN
AUTHOR

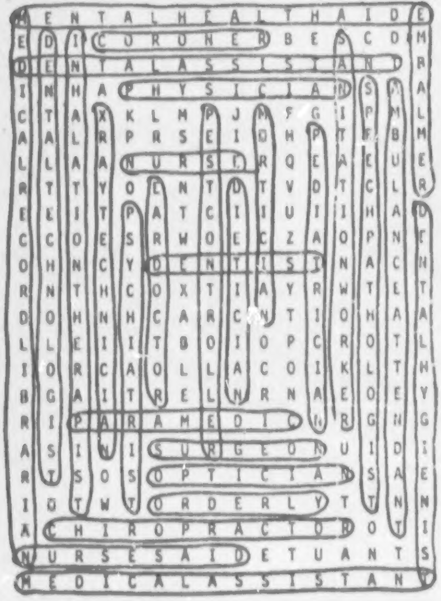
HO 67
All answers are correct.

HO 68
1. c
2. b
3. a
4. b
5. c
6. b
7. c
8. a
9. c
10. b

HO 69
14--dentist
27--auto racer
39--choir director

HO 70
1. b
2. a
3. c
4. e
5. d
6. h
7. f
8. g
9. j
10. i
11. o
12. k
13. n
14. l
15. m
16. r
17. p
18. q
19. s
20. t

HO 71



HO 72

1. glass installer
2. electrician
3. plumber
4. welder
5. coal miner
6. lather
7. cartoonist
8. radio-TV repairperson
9. boatswain
10. inspector
11. mechanic
12. jeweler
13. cabinet maker
14. plasterer

HO 73

1. baker
2. barber
3. bartender
4. beautician
5. bus driver
6. chef
7. child care attendant
8. cosmetologist
9. custodian
10. detective
11. dishwasher
12. dry cleaning attendant

HO 73 (Continued)

13. environmentalist
14. fashion designer
15. fire fighter
16. flight attendant
17. garbage collector
18. guard
19. housekeeper
20. interior decorator
21. laundry worker
22. librarian
24. meat cutter
25. police officer
26. taxi driver
27. teacher
28. waiter

a. baker
b. chef
c. cosmetologist
d. detective
e. guard
f. interior decorator
g. fashion designer
h. waiter

HO 74

Biological

1. florist
2. tree surgeon
3. game warden
4. landscaper
5. farmer

Health

1. nurse
2. dentist
3. x-ray technician
4. dietician
5. doctor

Public and Personal Service

1. social worker
2. mail carrier
3. teacher
4. cab driver
5. delivery person

Business

1. secretary
2. bank teller
3. bookkeeper
4. typist
5. file clerk

Industrial

1. boat builder
2. tire manufacturer
3. carpenter
4. electrician
5. cabinet maker

HO 75

4. kills fish on boat
7. 3 year apprenticeship

HO 76

Teacher corrected

HO 77

Teacher corrected

HO 78
Teacher corrected

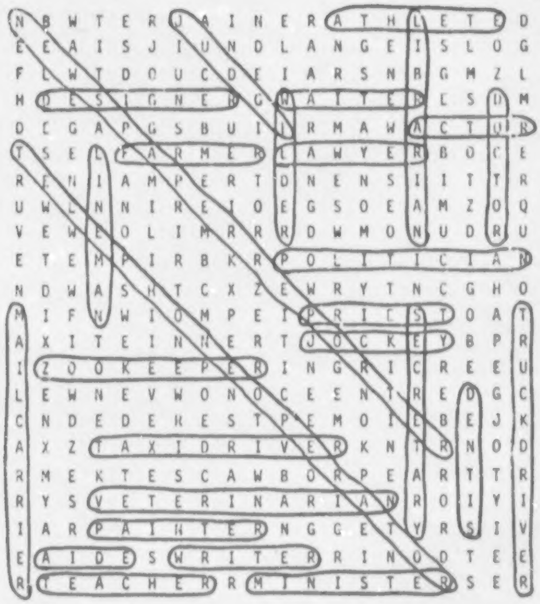
HO 79
Teacher corrected

HO 80
1. 25,000
2. fewer
3. nuclear power plants
4. pipeline jobs
5. ship construction
6. 18
7. math
8. chauffeur's license
9. stone costs more
10. 5 years
11. 21 years old
12. good physical condition
13. chauffeur's license
14. no
15. electricity
16. mathematics
17. blueprint reading
18. minibikes
19. snowmobiles
20. yes
21. 2 years

HO 81
1. c
2. e
3. e
4. e
5. d
6. e

HO 82
All answers are correct

HO 83



N	B	W	T	E	R	J	A	I	N	E	R	A	T	H	L	E	T	E	D
E	E	A	I	S	J	I	U	N	D	L	A	N	G	E	I	S	L	O	G
F	L	W	T	D	O	U	C	D	E	I	A	R	S	N	R	G	M	Z	L
H	D	E	S	I	G	N	E	R	G	W	A	I	T	E	R	E	S	D	M
D	E	G	A	P	G	S	B	U	I	L	R	M	A	W	A	C	T	O	R
T	S	E	L	F	A	R	M	E	R	L	A	W	Y	E	R	B	O	C	E
R	E	N	I	A	M	P	E	R	T	D	N	E	N	S	I	I	T	T	R
U	W	L	N	N	I	R	E	I	O	E	G	S	O	E	A	M	Z	O	Q
V	E	W	E	O	L	I	M	R	R	R	D	W	M	O	N	U	D	R	U
E	T	E	M	P	I	R	B	K	R	P	O	L	I	T	I	C	I	A	N
N	D	W	A	S	H	T	C	X	Z	E	W	R	Y	T	N	C	G	H	O
M	I	F	N	W	I	O	M	P	E	I	P	R	I	E	S	T	O	A	T
A	X	I	T	E	I	N	N	E	R	T	J	O	C	K	E	Y	B	P	R
I	Z	O	O	K	E	E	P	E	R	I	N	G	R	I	C	R	E	E	U
L	E	W	N	E	V	W	O	N	O	C	E	S	N	T	R	E	D	G	C
C	N	D	E	D	E	H	E	S	T	P	E	M	O	I	E	B	E	J	K
A	X	Z	T	A	X	I	D	R	I	V	E	R	K	N	T	R	N	O	D
R	M	E	K	T	E	S	C	A	W	B	O	R	P	E	A	R	T	T	R
R	Y	S	V	E	T	E	R	I	N	A	R	I	A	N	R	O	I	Y	I
I	A	R	P	A	I	N	T	E	R	N	G	G	E	T	Y	R	S	I	V
E	A	I	D	E	S	W	R	I	T	E	R	R	I	N	O	D	T	E	E
R	T	E	A	C	H	E	R	R	M	I	N	I	S	T	E	R	S	E	R

HO 84

1.	secretary	13.	author
2.	nurse	14.	electrician
3.	reporter	15.	taxi driver
4.	dentist	16.	photographer
5.	engineer	17.	housekeeper
6.	beautician	18.	chef
7.	roofer	19.	carpenter
8.	veterinarian	20.	lawyer
9.	entertainer	21.	musician
10.	florist	22.	teacher
11.	youth director	23.	interior decorator
12.	interpreter		

HO 85
All answers are correct

HO 86
All answers are correct